



NPC Chefs de Mission Dossier

AUGUST 2019

Published in August 2019, the NPC Chefs de Mission Dossier describes services and operations for NPCs before and during the Tokyo 2020 Paralympic Games. Please note that this dossier is only available electronically.

Although the information provided was correct at the time of publication, policies, procedures and timelines may evolve over the next year. NPCs are advised to check [Tokyo 2020 Connect](#) on a regular basis for the most up-to-date information.

Further details will be provided in the NPC Chefs de Mission Manual, which will be published in June 2020.

This material's copyright belongs to Tokyo 2020 and it shall not be duplicated or disclosed to third parties or the general public, whether in whole or part, without prior written consent from the Tokyo 2020 Organising Committee for the Olympic and Paralympic Games.

In the case of divergence between the English and other languages of the dossier, the English text shall prevail unless expressly provided otherwise in writing.

Table of Contents

1	Introduction	12
1.1	Greetings	13
1.2	Key dates	14
1.3	NPC Services and Relations	15
1.3.1	NPC Services and Relations team	15
1.3.2	Communications	16
1.3.3	NPC Visits	16
1.3.4	Chefs de Mission Seminar	17
1.3.5	Visas	17
2	Pre-Arrivals Procedures	18
2.1	Support Grants	19
2.2	Bank accounts	20
3	Delegation Registration	21
3.1	Accreditation and Sport Entries overview	22
3.1.1	Timeline	23
3.1.2	Registration materials	24
3.1.3	Games Management System	24
3.2	Accreditation application process	25
3.2.1	Accreditation categories and entitlements	26
3.2.2	Submission of accreditation applications	26
3.2.3	Conditions of Participation Agreement forms	27
3.2.4	Accreditation data verification	28
3.2.5	Pre-Delegation Registration Meetings	29
3.2.6	Pre-Valid Card production and distribution	29
3.3	Sport Entries process	30
3.3.1	Online entries	30
3.3.2	Final submission and deadline	31
3.3.3	Sport Entries Qualification Monitoring System (SQM)	31
3.4	Accreditation validation and Games-time operations	31
3.4.1	Delegation Registration Meetings	31
3.4.2	Using the Pre-Valid Card as an entry document to Japan	33
3.4.3	Pre-Valid Card validation	34
3.4.4	Accreditation facilities and services	35

4	Customs and freight forwarding.....	36
4.1	Official customs broker.....	37
4.2	Freight forwarding policies and procedures.....	37
4.2.1	Tax exemption for imported goods	37
4.2.2	Freight insurance.....	39
4.3	Customs procedure upon arrival.....	39
4.3.1	Duty-free allowance for Individuals.....	39
4.3.2	Batch declaration of unaccompanied baggage	40
4.4	Delivery procedures after arrival	40
4.4.1	Delivery requirements to the competition venues and Paralympic Village	40
4.4.2	Freight and container deliveries.....	40
4.4.3	Before lockdown	41
4.4.4	Security sweep	41
4.4.5	After lockdown	41
4.4.6	Material Transfer Area (MTA).....	42
4.4.7	Transition period from Olympic Games to Paralympic Games.....	42
4.5	Firearms and ammunition	42
4.6	Horses.....	43
4.7	Boats	44
4.8	Medicines and medical devices.....	44
4.9	Guide Dogs and Service Dogs.....	45
5	Arrivals.....	46
5.1	Arrival services	47
5.2	Arrivals and Departures Information System (ADS).....	47
5.3	Arrivals in Japan	48
5.4	Arrivals procedure.....	48
5.4.1	Service period	48
5.4.2	Accreditation.....	48
5.4.3	Quarantine	49
5.4.4	Immigration	52
5.4.5	Baggage Claim	52
5.4.6	Firearms and ammunition.....	53
5.4.7	Medicines	53
5.4.8	Animal and plant quarantine	53
5.4.9	Customs	54
5.4.10	Airport transfers.....	54

5.5	Mishandled baggage (lost, delayed or damaged)	55
5.6	Airport parking	55
5.7	Charter and private flights	55
5.8	Arrivals at the Paralympic Village and Cycling Accommodation	56
5.8.1	Self-drive arrivals	56
6	Paralympic Village	57
6.1	Paralympic Village introduction and overview	58
6.2	Timeline	58
6.3	Paralympic Village pre-opening	59
6.3.1	Access during Paralympic Village pre-opening	59
6.3.2	Village allotment	59
6.4	Village check-in process	59
6.4.1	Team Processing Centre (TPC)	59
6.4.2	Check-in Inspection of Inventory	60
6.5	Paralympic Village accreditation	61
6.5.1	NPC Guest Passes	61
6.6	Paralympic Village zones and access control points	63
6.7	Paralympic Village residential facilities	63
6.8	NPC Office spaces, medical spaces, operational space/storage	66
6.8.1	NPC Chefs de Mission bedrooms	67
6.8.2	NPC offices	68
6.8.3	NPC meeting rooms	68
6.8.4	NPC medical spaces	69
6.9	Paralympic Village resident services	70
6.9.1	Resident Centre	70
6.9.2	Laundry, housekeeping and maintenance	71
6.9.3	Ice	72
6.9.4	Multi-Function Complex (MFC)	72
6.9.5	Fitness Centre	73
6.9.6	Recreation Centre	73
6.9.7	Multi-faith Centre	73
6.10	Paralympic Village food and beverage services	74
6.10.1	Main Dining Hall	74
6.10.2	Alternative dining options	75
6.10.3	Village Plaza Café	75

6.10.4	Bookable catering services.....	75
6.10.5	Athletes and team officials - dining privileges	76
6.10.6	Guests	76
6.11	Paralympic Village Transport Services.....	77
6.11.1	Transport Mall.....	77
6.11.2	Internal Village Transport Service (IVTS).....	77
6.11.3	Inter-Village Connection Service (IVCS).....	77
6.11.4	Parking.....	77
6.11.5	Private Vehicle drop-off points.....	77
6.12	Paralympic Village medical services.....	78
6.13	NPC Services Centre	78
6.14	NPC Assistants	80
6.15	Chefs de Mission Meetings.....	82
6.16	Paralympic Village sports services	83
6.16.1	Sport Information Centre	83
6.16.2	Weigh-ins and medicals.....	84
6.16.3	Judo services	84
6.16.4	Repair services	84
6.17	Village Plaza	84
6.17.1	Retail and other services	85
6.17.2	NPC Guest Pass Centre.....	85
6.17.3	Media Centre.....	85
6.17.4	Protocol Office	85
6.18	Paralympic Village policies and services	86
6.18.1	Security	86
6.18.2	Emergency services.....	86
6.18.3	Lost and found	86
6.18.4	Installation of Goods and Decoration of National Flags etc, in Paralympic Village	86
6.18.5	Non-smoking and alcohol policy.....	87
6.18.6	Golf carts, electric and regular bicycles.....	87
6.18.7	NPC container policy.....	87
6.18.8	ATO accommodation	87
6.19	Cycling accommodations	88
6.19.1	Schedule	88
6.19.2	Residential facilities.....	89

7	Other accommodations	94
7.1	Grooms' accommodation (including veterinarians)	95
7.1.1	Equestrian Park	95
7.2	Hotel for NPC Presidents and Secretaries General	97
7.3	Hotel for international dignitaries	97
7.4	NPC guest hotels	97
7.5	Accommodation Management System (AMS)	97
7.6	Athletes' support programme	98
8	Sports	99
8.1	Competition venues	100
8.2	Competition schedule	100
8.3	Competition equipment	100
8.4	Training venues	100
8.4.1	Pre-Games training	100
8.4.2	Games-time training venues	101
8.5	Services	101
8.5.1	Weigh-ins	101
8.5.2	Food and beverage	102
8.5.3	Language services	103
8.5.4	Internet	103
8.5.5	Radio frequency	103
8.5.6	Transport	103
8.5.7	Medical services	103
8.5.8	Anti-Doping	103
8.5.9	Victory Ceremonies	103
8.5.10	Sport Information Desks	104
8.5.11	Repair services	104
8.6	Technical filming at venues	106
8.7	Sport publications	106
8.8	Weather Information	107

9	Games-time services.....	108
9.1	Transport.....	109
9.1.1	Paralympic Route Network (PRN).....	109
9.1.2	TA System.....	109
9.1.3	NPC dedicated vehicles.....	111
9.1.4	Rate Card vehicles.....	114
9.1.5	Vehicle Access and/or Parking Permits (VAPPs).....	115
9.1.6	Permit checkpoints and screening.....	115
9.1.7	Parking.....	116
9.1.8	T3 service.....	116
9.1.9	Transport of sports equipment.....	116
9.1.10	Transport desks.....	117
9.1.11	Public transport.....	117
9.2	Ceremonies.....	118
9.2.1	Team Welcome Ceremonies.....	118
9.2.2	Opening and Closing Ceremonies.....	118
9.2.3	Victory Ceremonies.....	120
9.3	Security.....	122
9.3.1	Security sweep and lockdown.....	122
9.3.2	Security at the Paralympic Village.....	123
9.3.3	Security at competition venues.....	123
9.3.4	Security at training venues.....	123
9.3.5	Transport and Security.....	123
9.3.6	Prohibited and restricted items at venues.....	124
9.4	Technology.....	125
9.4.1	CATV services (Inter Venue CATV).....	125
9.4.2	Internet access.....	125
9.4.3	Network telephone.....	126
9.4.4	Mobile phone services.....	126
9.4.5	Using mobile phones other than those of Tokyo 2020.....	127
9.4.6	Info.....	127
9.4.7	Olympic Data Feed.....	128
9.4.8	Radio spectrum management.....	128
9.4.9	Equipment validation.....	128
9.4.10	Technology call centre.....	129
9.5	Rate Card.....	130
9.5.1	Rate Card overview.....	130
9.5.2	Ordering process.....	131
9.5.3	Amendments and cancellations.....	132
9.5.4	Payments.....	133

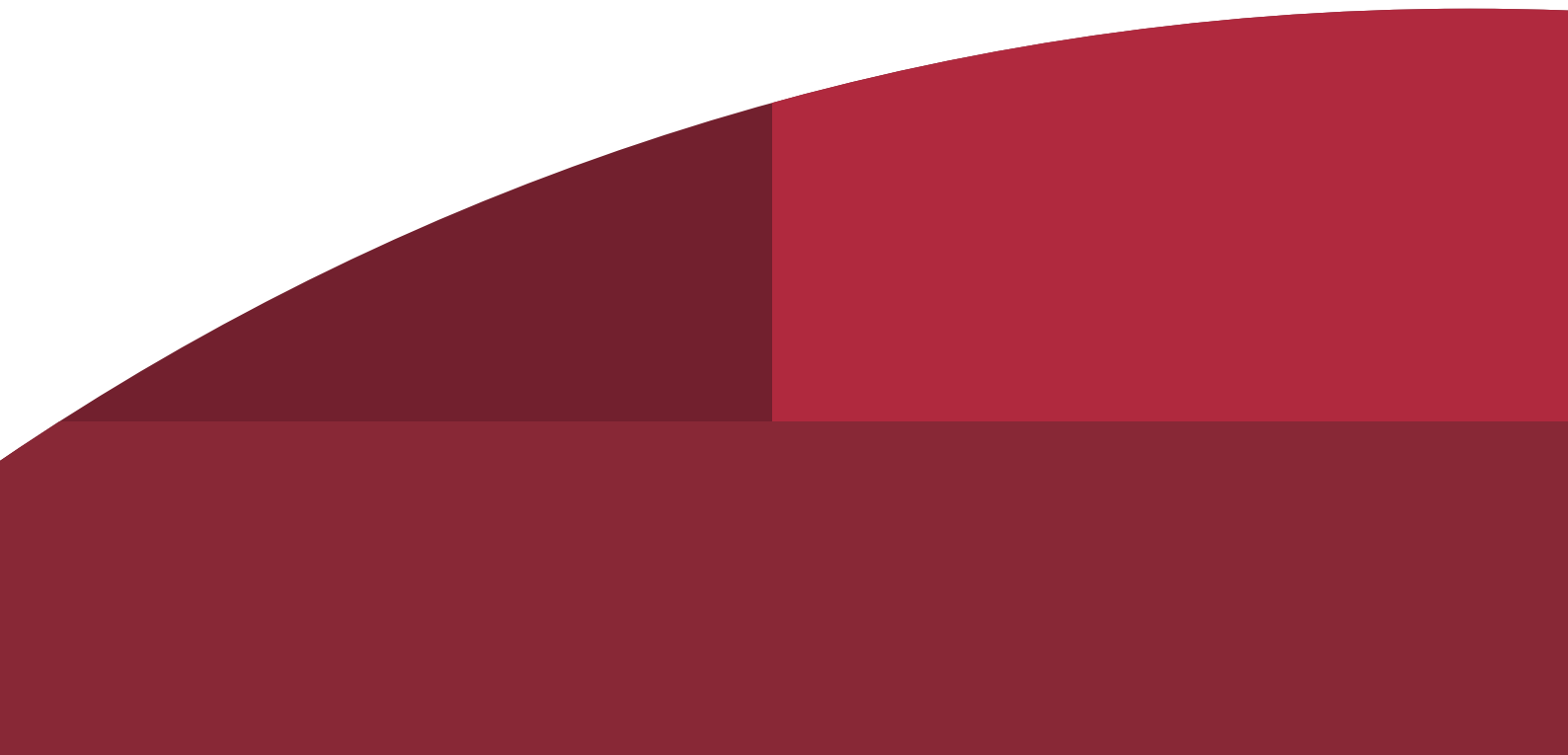
9.5.5	Deposits and refunds.....	133
9.5.6	NOC/NPC rebate.....	134
9.5.7	Games-time operations.....	134
9.5.8	Settling accounts.....	135
9.6	Medical Services	136
9.6.1	Medical Services at Games-time.....	136
9.6.2	Insurance.....	138
9.6.3	Medical transport.....	139
9.6.4	Designated Games hospitals.....	139
9.6.5	Importation and exportation of medicines and medical equipment.....	139
9.6.6	NPC medical staff.....	140
9.6.7	Public health services.....	141
9.6.8	IPC Medical Code and associated policies.....	141
9.7	Anti-Doping	142
9.7.1	Anti-Doping Programme.....	142
9.7.2	Pre-Games education.....	142
9.7.3	Games-time operations.....	143
9.7.4	Testing Requests for National/Regional Records.....	144
9.7.5	Therapeutic Use Exemptions.....	144
9.7.6	Catheter or drainage system.....	144
9.8	Insurance	145
9.8.1	Property damage insurance.....	145
9.8.2	Liability insurance.....	145
9.8.3	Vehicle insurance.....	145
9.9	Ticketing	147
9.9.1	Tokyo 2020 Ticketing Programme principles.....	147
9.9.2	Client Ticket Portal.....	148
9.9.3	Ticketing allocations, payments and collection for NPCs with appointed ATRs.....	148
9.9.4	Tickets.....	150
9.9.5	Session delays and cancellations.....	150
9.9.6	Redistribution services.....	150
9.9.7	Tokyo 2020 Prime Events.....	151
9.9.8	Games-time ticket sales.....	151
9.9.9	Ceremony tickets for accredited delegates.....	152
9.9.10	NPCs' exclusive ticketing programmes.....	152
9.9.11	Reconciliation.....	154
9.10	Press Operations	155
9.10.1	Role of Press Operations.....	155
9.10.2	Press Accreditation.....	155
9.10.3	Main Press Centre.....	156

9.10.4	NPC Press Attaché	159
9.10.5	Venue Media Centres.....	160
9.10.6	Mixed Zones.....	161
9.10.7	Olympic Information Service.....	162
9.11	Tokyo 2020 Brand.....	164
9.11.1	Brand protection.....	164
9.11.2	Tokyo 2020 brand use.....	164
9.11.3	NPC sponsors.....	166
9.11.4	Retail and licensing	167
9.11.5	Clean venues.....	168
9.11.6	Branding on NPC vehicles.....	168
10	Services for NPC Presidents and Secretaries General.....	169
10.1	Accreditation.....	170
10.1.1	Paralympic Family Accreditation Centre.....	170
10.2	Arrivals and departures.....	170
10.3	Paralympic Family Hotels.....	171
10.3.1	Paralympic Information Desks	171
10.3.2	Transport Desks	171
10.3.3	Medical services.....	172
10.4	Transport services.....	172
10.4.1	T2 services	172
10.4.2	Opening and Closing Ceremonies transport	172
10.5	Paralympic Family Assistants.....	173
10.5.1	Activation of Paralympic Family Assistants.....	173
10.6	Opening and Closing Ceremony tickets	173

11	International Dignitary Programme.....	174
11.1	NPC Responsibility	175
11.2	Accreditation.....	175
11.2.1	Accreditation and entitlements.....	176
11.3	Arrivals and departures.....	176
11.4	Dignitary accommodation	177
11.5	Dignitary transport	177
11.6	Visit Officers.....	177
11.7	Dignitary Assistants.....	178
11.8	Tickets for Opening and Closing Ceremonies.....	179
11.9	Prime Events (PE).....	179
12	Departures	180
12.1	Paralympic Village check-out.....	181
12.1.1	Bump-Out period	181
12.1.2	Departures Inspection of Inventory (I&I).....	181
12.1.3	Vehicles and mobile phones.....	182
12.1.4	Payment	182
12.2	Departure procedures	182
12.2.1	Off-Airport Processing (Harumi Check-In, HCI)	182
12.2.2	Standard check-in	183
12.2.3	Departure procedures at airport.....	183
12.3	Firearms and ammunition	183
12.4	Departures transport services	184
13	Appendix.....	185

1

Introduction



1.1 Greetings

Dear Chefs de Mission,

We are delighted to present the Chefs de Mission Dossier for the Tokyo 2020 Paralympic Games.

This dossier has been produced thanks to the excellent collaboration between the International Paralympic Committee (IPC) and Tokyo 2020 Functional Areas, to provide NPCs with information on services and operations to assist in preparation before and during the Games.

We encourage NPCs to review its contents before coming to Japan for the Chefs de Mission Seminar, which takes place in Tokyo from 10 - 12 September 2019. We look forward to discussing your valuable feedback at the seminar.

Some of our policies and operations will evolve in the run-up to the Games, but please be assured that NPC Services will keep you updated about all the latest news and developments.

Further and final details about Games-time services and operations will be provided in the Chefs de Mission Manual in June 2020.

Should you have any questions regarding the dossier or preparation for the Games, please do not hesitate to contact your NPC Relations representative.

We appreciate your continuous support and look forward to working together with you as we enter the final year of preparations for the Tokyo 2020 Paralympic Games.

Best regards,

Toshiro MUTO

Director General (CEO)

The Tokyo Organising Committee of the Olympic and Paralympic Games

1.2 Key dates

Date	Area	Activity
2019		
25 July	Ticketing	Initial ticket request deadline
26 July	Accreditation	Deadline for NPCs to return Press by Number submissions
31 July	Accommodation	Tokyo 2020 to notify NPCs of final allocation on Accommodation Management System (AMS)
26 – 27 August	Security	Security Briefing
1 September	Ticketing	Additional ticket request starts
10 September	Accommodation	Press Accommodation request deadline
10 – 12 September	NPC Services	Chefs de Mission Seminar
20 September	Accommodation	NPCs to conclude the AAA on the AMS
21 September	NPC Services	Registration for NPC Own Assistants ends
October	Sports	Veterinary and Farrier Services Guide published
15 – 18 October	Press Operations	2 nd World Press Briefing
November	Logistics	Customs & Freight Forwarding Guide (final version) published
1 November	Accommodation	1 st payment due for all NPC client groups (except ATO)
15 November	Ticketing	1 st invoice payment due
26 November	Medical	Medical Services Open Day
2020		
6 January	Accreditation	Accreditation materials distributed to NPCs
6 January	Accreditation	Accreditation system launched for applications
6 January	Accreditation	Opening of Games Management System (GMS) for submission of accreditation applications (after return of Responsible Organisation Undertaking and User Account Request)
31 January	Rate Card	Normal Order Period ends
February	Logistics	Venue Delivery Guide published
1 February	Arrivals and Departures	Arrivals and Departures Information System (ADS) launched
7 February	Accreditation	Deadline for NPCs to return Responsible Organisation Undertaking and User Account Request forms
25 February	Accommodation	2 nd payment due for all NPC client groups (except ATO)
1 March	Rate Card	Late Order Period starts

Date	Area	Activity
2 March	Accreditation	Distribution of Press by Name materials to NPCs and the opening of GMS for Press by Name accreditation applications
31 March	NPC Services	Last day for NPC visits
April	Accreditation	Deadline for NPCs to return DARF and IPPR
8 May	Accreditation	Deadline for NPCs to submit applications for accreditation
15 May	Rate Card	Late Order Period ends
15 May	Accreditation	Deadline for submission of Press by Name accreditation applications
25 May	Accommodation	3 rd payment due for all NPC client groups (except ATO)
May – June	NPC Services	Pre-Delegation Registration Meetings (Pre-DRMs) held
June	Accreditation	Pre-valid PIACs sent to NPCs
June	NPC Services	Chefs de Mission Manual published
July	Sports	Team Leaders' Guides published
July	NPC Services	Travel Support Grant 1 st payment (60%) for eligible NPCs
3 August	Sports entries	Sport Entries deadline
15 August	Paralympic Village	Paralympic Village pre-opening
13 – 23 August	NPC Services	Delegation Registration Meetings (DRMs) held
18 August	Paralympic Village	Paralympic Village opens
25 August	Ceremony	Opening Ceremony
6 September	Ceremony	Closing Ceremony
9 September	Paralympic Village	Paralympic Village closes
30 November	NPC Services	Travel Support Grant final payment

1.3 NPC Services and Relations

1.3.1 NPC Services and Relations team

The NPC Services and Relations team is part of Tokyo 2020 International Relations & NPC Services Bureau, with Aki MURASATO as Executive Director.

With the help and guidance of the Tokyo 2020 Athletes' Committee, the NPC Services and Relations team is committed to delivering an athlete and sport-focused service to all NPCs.

Toru KOBAYASHI, Head of NPC Services and Relations, is responsible for leading on all service levels

provided for athletes and team officials across Tokyo 2020.

The team is here to:

- provide the primary interface between Tokyo 2020 and NPCs;
- facilitate the participation of all NPCs in the Tokyo 2020 Games by providing all necessary information and assistance; and
- liaise with Tokyo 2020 functional areas to ensure that all policies, procedures and services meet the needs of NPCs.

NPC Relations team members are multi-cultural and hail from a variety of sporting and client service backgrounds. Together, they speak the following languages:

English, Japanese, French, German, Korean, Portuguese, Russian and Spanish.

The NPC Relations team is at your disposal if you have any questions or comments. NPCs can contact the team at: npc.svc@tokyo2020.jp

1.3.2 Communications

Most NPCs have now registered to use [Tokyo 2020 Connect](#), the NPC extranet for the Tokyo 2020 Paralympic Games. The object is to establish a primary means of communicating with NPCs and to provide valuable information, key dates and publications. Important updates are communicated to NPCs by email. For ease of reference, NPCs can find the latest information in the [Latest Updates section](#).

If you require assistance in terms of registering to use [Tokyo 2020 Connect](#), please do not hesitate to contact your NPC Relations representative.

1.3.3 NPC Visits

Tokyo 2020 will accept NPC visits until 31 March 2020, in order to share important information to help NPCs in their Games preparations and understanding of Tokyo and Japan.

NPCs must contact their NPC Relations representative at least two months before the proposed visit so that Tokyo 2020 can make the necessary preparations. Furthermore, the number of visits including venue tours is limited to two per year per NPC.

Please note that NPC visits will not be accepted from 1 July to 30 September 2019 due to Chefs de Mission Seminar blackout dates. Other blackout dates, such as public holidays, are available on [Tokyo 2020 Connect](#).

Detailed information including the visit request form and guidelines are also available on [Tokyo 2020 Connect](#).

1.3.4 Chefs de Mission Seminar

Tokyo 2020 is looking forward to meeting you at the Chefs de Mission Seminar, which takes place from 10 - 12 September 2019 at the Hotel New Otani Tokyo.

The seminar will be divided in four main parts:

- Plenary sessions, where the functional area will provide the latest updates regarding preparations for the Games;
- Venue tour of the Paralympic Village and competition venues;
- One-to-one meetings with NPC Relations, Accreditation and Sport Entries; and
- Receptions hosted by the host city (Tokyo Metropolitan Government), host NPC (Japanese Paralympic Committee) and Tokyo 2020.

Please refer to [Tokyo 2020 Connect](#) for the latest information and schedule of the Chefs de Mission Seminar.

Travel to Tokyo and hotel accommodation during the seminar is the responsibility of each NPC. However, Tokyo 2020 will provide transport services from the official airports (Narita International Airport and Tokyo International Airport) to the Hotel New Otani Tokyo. Delegates must provide accurate arrival information, following the guidelines which are available on [Tokyo 2020 Connect](#). Departure services will be reconfirmed with each delegate at the Arrivals & Departures desk during the seminar.

During the Chefs de Mission Seminar plenary sessions, simultaneous interpretation will be available in Japanese, English, French, Arabic, Russian and Spanish.

For questions about the Chefs de Mission Seminar, please contact your NPC Relations representative.

1.3.5 Visas

NPCs were asked about their visa requirements for the Chefs de Mission Seminar during the registration process. NPC Relations can assist with any queries delegates have regarding entry procedures for Japan.

For other visits to Japan, those that need a visa are advised to contact their NPC Relations representative as early as possible due to the time required to request and process visas.

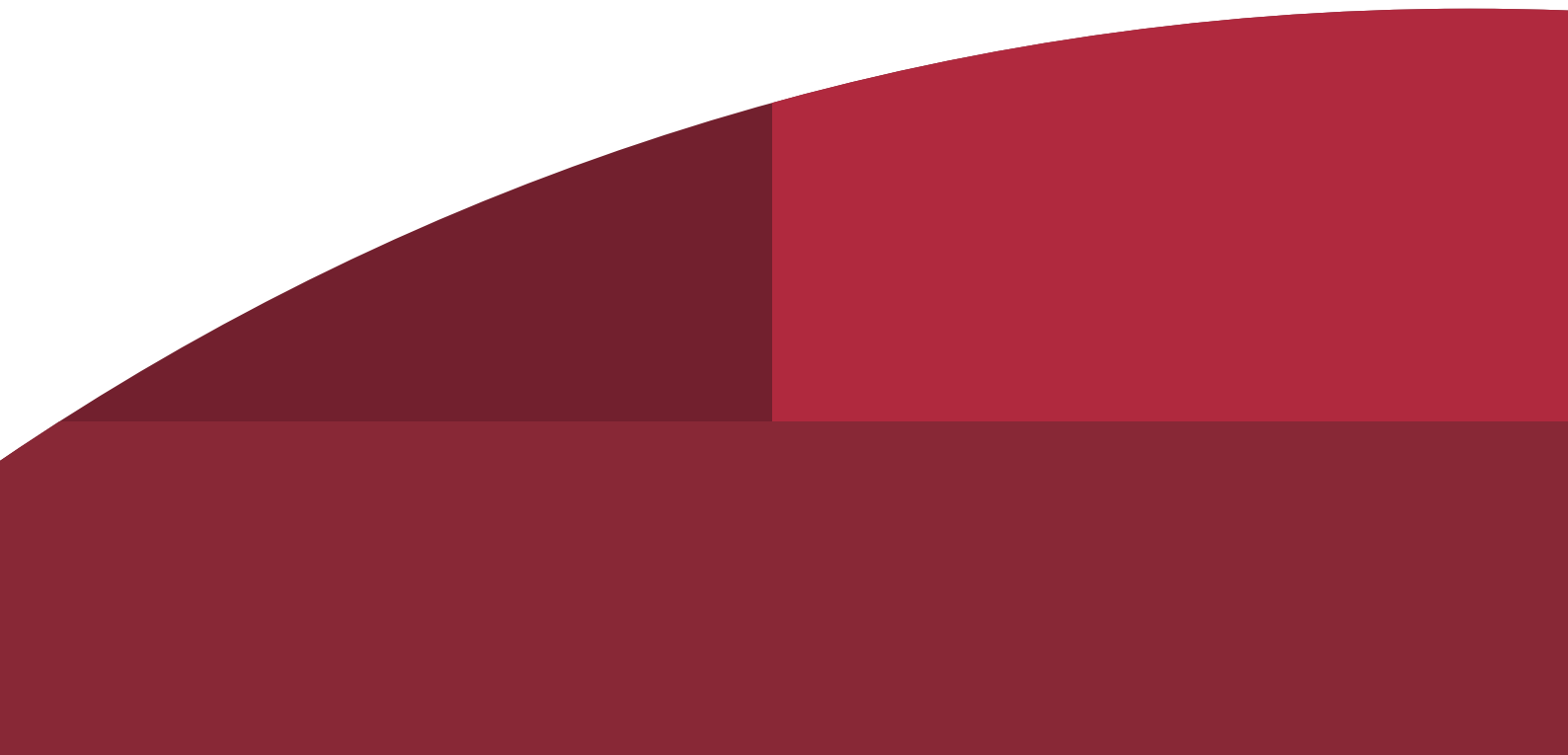
Once NPCs have returned the necessary forms and documents to Tokyo 2020, an official letter of invitation will be sent by post to the NPC headquarters. This document should then be submitted together with a visa application (available on the website of the nearest Japanese embassy or consulate). Once everything has been submitted to the embassy or consulate, visa processing can take up to five working days.

NPCs are fully responsible for any transit visas required en route to Japan.

Please refer to [Tokyo 2020 Connect](#) for information regarding visas as well as the visa request form.

2

Pre-Arrivals Procedures



2.1 Support Grants

Outline

Tokyo 2020 will provide each NPC with a Travel Support Grant to offset the costs associated with the participation of their accredited athletes and team officials in the Tokyo 2020 Paralympic Games. Support Grants are meant to reduce the financial burden of travelling to the host city, not to fully cover all travel expenses or transit costs.

Support Grants will be calculated and paid in Japanese yen (JPY). The amount will be announced to NPCs in November 2019.

Eligible categories

- Athletes (Aa) with accreditation validated at Games time;
- Competition partners (Ab) with accreditation validated at Games time;
- Accredited Chefs de Mission and Deputy Chefs de Mission (Ac);
- Chief Team Physician (Am);
- NPC accredited team officials calculated according to the Team Size Formula (equals the number of Paralympic Village beds allocated to each NPC for "Ao" Primary Team Officials); and
- Veterinarian (Ao).

Non-eligible categories

- Additional Team Officials (ATO);
- Paralympic Attachés (Ac);
- Grooms (Ao);
- NPC Presidents and Secretaries General (if they hold the role of Chef de Mission, they are eligible in the Chef de Mission category);
- Alternate athletes, personal coaches, training partners (P);
- Replacements for injured athletes (after the replaced athlete has travelled to Tokyo);
- Any athlete or team official disqualified for doping violations or removed from the Games for disciplinary reasons;
- Athletes who cannot be accepted to participate for classification reasons
- Any athlete or team official registered at the Delegation Registration Meeting (DRM) who does not validate their accreditation;
- The Japanese Paralympic Committee (JPC); and
- NPCs whose participation in the Games has been terminated;

Calculation Criteria

Grants are calculated based on the following criteria:

- The lowest published economy round-trip airfare between Tokyo and the NPC's capital city;

- Most direct route between the NPC's capital city or another designated airport and Tokyo 2020 official ports of entry;
- Rebookable for a fee;
- Airfares, whenever possible, for flights which arrive in Tokyo on 18 August 2020 and depart on 9 September 2020 (Paralympic Village opening and closing dates)
- Transit expenses are not included;
- Airport fees and taxes are included; and
- Promotional airfares and low-cost carriers will be excluded from Support Grant calculations.

Support Grant payments

Tokyo 2020 will make the first Support Grant payment (60 per cent) within 30 days of the Pre-DRM.

The estimated total Support Grant amount will be calculated based on:

- Projected qualified athletes in non-team sports that can be confirmed by Tokyo 2020 Sport Entries; and
- Qualified athletes in team sports (Wheelchair Basketball, Football 5-a-side, Wheelchair Rugby, Sitting Volleyball, Goalball).

Tokyo 2020 will make the second and final Support Grant payment of the balance by 30 November 2020.

The total Support Grant amount will be based on the final number of eligible individuals (Aa, Ab, Ac, Primary Ao) who validated their accreditation for the Paralympic Games Tokyo 2020.

The balance is the total Support Grant amount after the first payment and any other outstanding payments (Accommodation, Rate Card, Ticketing, Transport and Village) are deducted.

Additional conditions

Payments will be made only to designated NPC bank accounts. Payments to the third parties will not be permitted. Details will be provided on the Tokyo 2020 Connect.

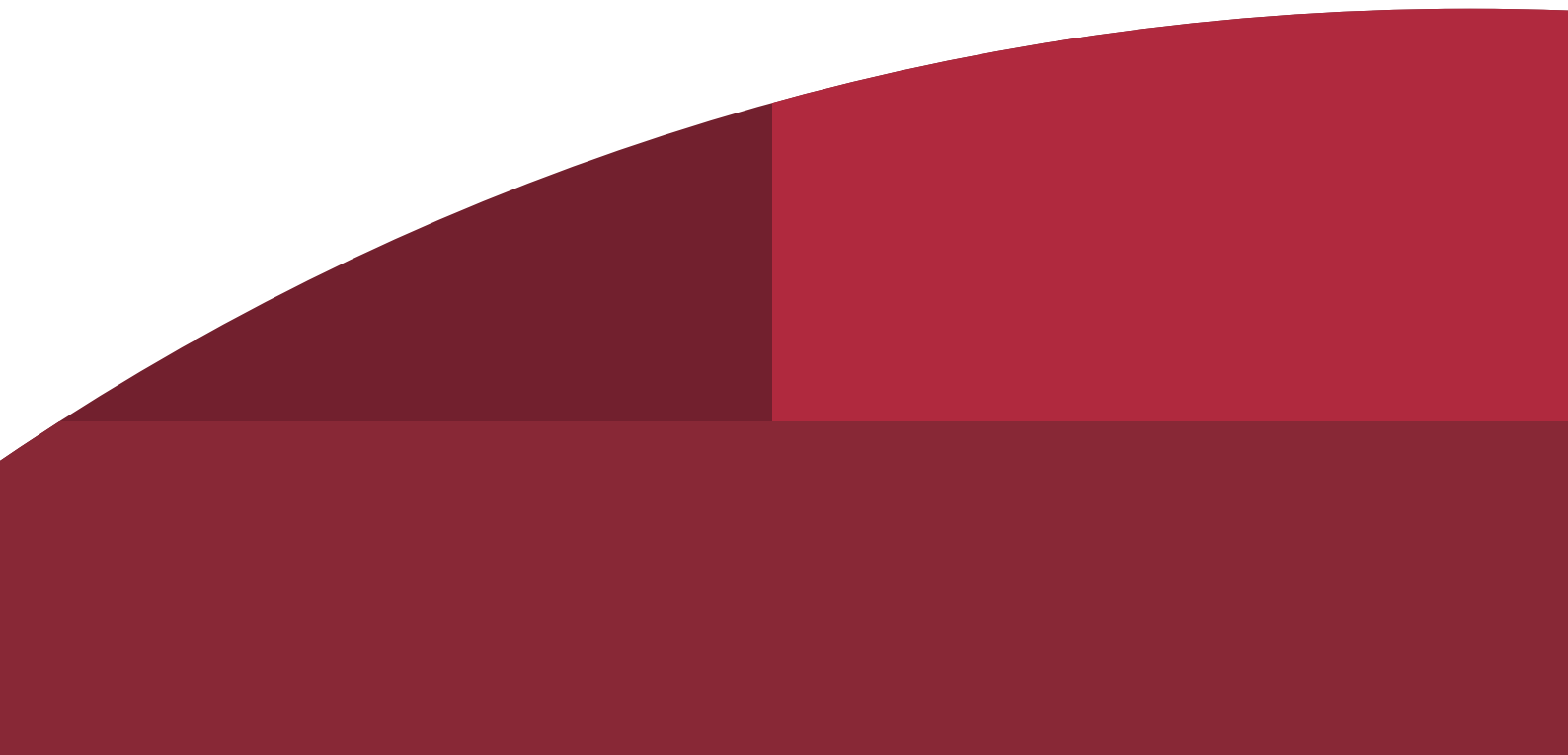
2.2 Bank accounts

NPCs that would like to open a bank account in Japan must go through various verification procedures based on Japanese laws.

NPCs that are interested in opening a bank account in Japan before the Games should contact their NPC Relations representative.

3

Delegation Registration



3.1 Accreditation and Sport Entries overview

Each National Paralympic Committee (NPC) is responsible for appropriately registering athletes, team officials, dignitaries and press from its territory, including the following categories:

- athletes;
- athlete competition partners;
- team management;
- team officials, including coaches, medical personnel, technical personnel, administrative personnel, veterinarians and grooms;
- training partners and personal coaches;
- NPC Presidents and Secretaries General;
- dignitaries (sovereign or head of state; head of government; sport ministers; other prominent government officials);
- guests;
- horse owners;
- drivers;
- press*; and
- recipients of Village Guest Passes*.

The registration process for all populations will be completed using the Accreditation, Sport Entries and Guest Pass functionalities of the Tokyo 2020 Games Management System (GMS).

This chapter focuses on the delegation registration process for the populations listed above, excluding those marked with an asterisk (*). See section 9.10.2 and the Tokyo 2020 Press by Number Accreditation Guide, which was published in May 2019, for information about press accreditation, and section 6.5.1 for information on Village Guest Passes.

The Paralympic Identity and Accreditation Card (PIAC) is the official Games document that identifies each individual participating in the Paralympic Games and ensures that they are granted appropriate access to Games venues so that they can fulfil their roles. The PIAC also ensures that Games participants are granted entry to Japan for the period of the Games.

Sport Entries is a fundamental part of the registration process for athletes. The number of athletes in an NPC delegation determines the number of accreditations available to the NPC for many other populations.

3.1.1 Timeline

NPC delegation registration timeline

Date	Activity
March 2019	Sport Qualification Monitoring Manual and associated materials published, qualification monitoring functionality of Tokyo 2020 GMS opened
July 2019	NPC Team Size Formula released
6 January 2020	NPC Accreditation Manual and associated registration materials published Accreditation functionality of Tokyo 2020 GMS opens (NPCs will be provided access only after completing and returning Responsible Organisation Undertaking and User Account Request forms)
15 January 2020	Sport Entries Manual and associated materials published
7 February 2020	Deadline for NPCs to complete and return Responsible Organisation Undertaking and User Account Request forms
April 2020	Deadline for NPCs to complete and submit Dignitary Accreditation Request Form (DARF) and International Protection Personnel Request (IPPR) forms
8 May 2020	Deadline for NPCs to submit all accreditation applications (all categories) through Tokyo 2020 GMS
late May – early June 2020	Pre-Delegation Registration Meetings (Pre-DRMs) held
from June 2020	Pre-Valid Cards (PVCs), including those for NPC accredited press, produced and sent to NPCs
1 July 2020	Sport Entries functionality of Tokyo 2020 GMS opens
24 April – 6 October 2020	PVC valid as an entry document into Japan
3 August 2020	Deadline for NPCs to submit sport entries through Tokyo 2020 GMS
15 – 23 August 2020	Delegation Registration Meetings (DRMs) held at the Paralympic Village Team Processing Centre
4 August 2020	Athlete Substitution policy becomes active and will be strictly enforced
18 August 2020	Start of PVC validation for NPC delegation members at Tokyo (Haneda) International Airport, Narita International Airport and other accreditation facilities (PVC can be validated only after completion of the NPC's DRM)

3.1.2 Registration materials

The manuals and registration materials for Accreditation and Sport Entries will be distributed to NPCs via [Tokyo 2020 Connect](#) according to the schedule in the timeline above.

The accreditation registration materials will include:

- NPC Accreditation Manual;
- Responsible Organisation Undertaking;
- User Account Request;
- Dignitary Accreditation Request Form (DARF);
- International Protection Personnel Request (IPPR);
- IPC Conditions of Participation Agreement (including Parent/Legal Guardian Acknowledgement of Consent for Minors and Parent/Legal Guardian Acknowledgment of Consent for Athletes without Legal Capacity); and
- Accreditation System Technical Guide.

The NPC Accreditation Manual and the Accreditation System Technical Guide will be available in English and Japanese. All other registration materials will be available in English only.

The Sport Entries registration material will include:

- Sports Entries Manual;
- NPC Confirmation of Authority form;
- NPC User Account Request form; and
- Athlete Substitution Policy with Annex.

The Sports Entries Manual and all other Sports Entries Registration materials will be available only in English.

3.1.3 Games Management System

The Tokyo 2020 Games Management System (GMS) is a fully integrated portal containing Accreditation, Sport Entries (including Qualification Monitoring) and Guest Pass functionalities. Below are some integration features of the Tokyo 2020 GMS:

- Athletes correctly submitted for Accreditation will be available in the Sport Entries functionality.
- Athletes with a nominal qualification recorded in the Qualification Monitoring functionality will be automatically pre-inscribed into the relevant event(s) in the Sport Entries functionality.
- Athlete, competition partner, and relevant team official data will be transferred to Tokyo 2020's timing, scoring and results systems following correct inscription into the Sport Entries functionality.
- Guest Passes can be requested for all individuals correctly registered in the Tokyo 2020 GMS Accreditation functionality, including those who have been cancelled.

All Accreditation and Guest Pass applications, as well as Sport Entry inscriptions, must be submitted electronically through the Tokyo 2020 GMS.

NPCs may nominate one or more members of their staff to have access to the Tokyo 2020 GMS, with the ability to select which functionalities each member can access. Tokyo 2020 will allow a maximum of two members of NPC staff to receive access to each functionality. NPCs should ensure that those nominated for access will be responsible for performing the tasks associated with each functionality.

Access to the Tokyo 2020 GMS has been provided to NPCs with the launch of the Qualification Monitoring process, in April 2019. At that time, only the Qualification Monitoring functionality was made available. The additional functionalities will be provided to user account holders according to the schedule in the timeline above.

However, access to the Accreditation and Guest Pass functionalities will not be granted until the Responsible Organisation Undertaking has been signed and returned to Tokyo 2020. The Responsible Organisation Undertaking provides Tokyo 2020 with the authorisation to accept personal information from each NPC and to share this information with relevant authorities and third-party organisations, as stated in the Undertaking, for the purposes of the accreditation process and general Games administration. The Responsible Organisation Undertaking places responsibility on the NPC to inform and seek consent from each individual member of its delegation before submitting personal information to Tokyo 2020. The Responsible Organisation Undertaking must be signed by the NPC President, Secretary General, Chef de Mission or other NPC official who is legally authorised to sign on behalf of the NPC.

Demonstrations of the Tokyo 2020 GMS will be available to NPCs at the following events:

- NPC Chefs de Mission Seminar;
- NPC visits to Tokyo; and
- Pre-DRMs (Sport Entries and Guest Pass functionalities only).

3.2 Accreditation application process

It is the NPC's responsibility to appropriately register athletes, competition partners, team officials, dignitaries and press from its territory in compliance with the Paralympic Handbook and according to the defined role detailed in the IPC's Accreditation at the Paralympic Games – Detailed Specifications (July 2019 version).

3.2.1 Accreditation categories and entitlements

The populations that are entitled to receive accreditation as part of each NPC's delegation at the Games can be found in the IPC's Accreditation at the Paralympic Games – Detailed Specifications. A detailed explanation of all accreditable populations, entitlements, quotas and policies, as well as the application process, will be available in the NPC Accreditation Manual, which will be published in January 2020. Accreditations in all categories are available only to NPCs that have athletes participating in the Games.

The number of athletes competing for an NPC at the Paralympic Games is used by Tokyo 2020 to determine many of the quotas and entitlements for other accreditation categories, as well as for other non-accreditation entitlements and services provided to the NPC.

The Team Size Formula can be used to estimate the number of accreditations and associated entitlements. However, the exact numbers will not be finalised until the DRM in August 2020.

3.2.2 Submission of accreditation applications

Accreditation applications for all NPC delegation members must be submitted to Tokyo 2020 no later than the deadline of 8 May 2020 to ensure that the Pre-Valid Cards (PVCs) can be produced and sent to the NPC before delegates travel to the Games.

NPCs should collect the required personal information from all potential members of the NPC delegation and submit it through the Tokyo 2020 GMS Accreditation functionality, including dignitaries, guests, NPC drivers and all athletes, competition partners and team officials that will potentially participate in the Games.

A complete accreditation application consists of the personal information required on the application form and a digital colour photograph of the applicant that meets the published specifications. Guidelines describing details of the required data fields, acceptable identity documents and photograph specifications are available on [Tokyo 2020 Connect](#).

Accreditation applications can be submitted on the Tokyo 2020 GMS in two ways:

- Individual submission: NPCs can submit individual applications one at a time directly into the system. Applications can be immediately submitted or saved as a draft for completion and submission later. Photographs can be cropped in the system before submission.
- Bulk upload: Tokyo 2020 will provide a customised Microsoft Excel template to NPCs that prefer to use this method to submit applications for accreditation. The Tokyo 2020 GMS will check for errors when importing the Excel file and provide an opportunity to correct errors without the need to modify the Excel file and re-import. Photographs can be submitted at the same time as the Excel file by saving the individual image files and the Excel template into a ZIP folder. Photographs uploaded in this way must be correctly cropped and oriented for them to be successfully attached to the applications. If necessary, individual applications and photographs can be updated directly in the system after import.

3.2.3 Conditions of Participation Agreement forms

As required by the IPC and in accordance with Chapter 3.12 of the Paralympic Handbook, all individuals submitted in the following NPC accreditation categories must complete and sign a Conditions of Participation Agreement form, acknowledging their compliance with the IPC and International Federation (IF) rules regarding Games participation and the World Anti-Doping Code.

- Aa: athletes
- Ab: athlete competition partners
- Ac: Chef de Mission, Deputy Chefs de Mission, Paralympic Attaché
- Am: Chief Team Physician
- Ao: Primary and Additional Team Officials (including grooms and veterinarians)
- P: Personal coaches, training partners
- NPC: President, Secretary General, horse owners, drivers
- NPC**: accompanying guests of individuals in the NPC category

Each individual applicant must provide their original signature onto a hard copy of the Conditions of Participation Agreement form. The form will be available in English, and it is the NPC's responsibility to ensure that each applicant understands the content of the form. NPCs may prepare a translation of the form's content when necessary, however, an English scan or hard copy of the form must be signed and submitted to Tokyo 2020.

The NPC President, Secretary General or Chef de Mission must countersign each form. Detailed requirements in terms of signatures, counter signatures, and NPC stamps will be outlined in the NPC Accreditation Manual.

Original signed (and countersigned as appropriate) copies or PDF scans of the Conditions of Participation Agreement form will be accepted by Tokyo 2020, and must be received at, or prior to, each NPC's Delegation Registration Meeting (DRM). However, NPCs are strongly encouraged to return the forms to Tokyo 2020 in advance by secure/tracked post or in person if the opportunity arises. The address for packages will be provided in the NPC Accreditation Manual, and NPCs should ensure that they are sent with sufficient time for them to be delivered to Tokyo 2020 and processed prior to the DRM. Submitting the completed forms prior to the DRM will ensure that the accreditation section of the DRM can be completed promptly and that delegation members will not be delayed when validating their accreditation and entering the Paralympic Village. Accreditation cannot be validated until the form has been received and confirmed in the Tokyo 2020 GMS.

A parent or legal guardian of any participant who has not attained 18 years of age (or the age of majority in their country if that is older than 18 years) on the date of signing the Conditions of Participation Agreement form must also complete and sign a Parent/Legal Guardian Acknowledgement of Consent for Minors form. Without a signed form, underage athletes, team officials and competition partners will not be eligible for accreditation at the Tokyo 2020 Paralympic Games.

A parent or legal guardian of any athlete who has no legal authority to sign the Condition of Participation Agreement form must also complete and sign the Parent/Legal Guardian Acknowledgement of Consent for Athletes without Legal Authority form. Without a signed form, athletes without Legal Authority will not be eligible for accreditation at the Tokyo 2020 Paralympic Games.

After submission of accreditation applications on the Tokyo 2020 GMS, it will be possible to download a copy of the Conditions of Participation Agreement form (and Parent/Legal Guardian Acknowledgement of Consent for Minors, and Parent/Legal Guardian Acknowledgement of Consent for Athletes without Legal Authority forms, where relevant) with the registration number and selected personal information pre-populated.

3.2.4 Accreditation data verification

NPCs are advised to make every effort to ensure the accuracy of data in their accreditation applications, including ensuring that photos are matched correctly to applications.

Tokyo 2020 Accreditation will perform a series of data checks for common and obvious errors throughout the application phase, including duplicate applications, and will report back to NPCs with any resulting queries. These reviews will continue after the deadline, to ensure that as many issues as possible are addressed and corrected in advance of the Pre-DRMs.

Tokyo 2020 Sport Entries will work with the International Federations to verify the athletes' competition names ("IF given/family name" fields on the accreditation application form) and eligibility to participate in their respective sports.

The data verification process is important for the following reasons:

- The information submitted for accreditation of athletes, athlete competition partners, team officials in selected disciplines and horse owners will be used within the Sport Entries functionality of the Tokyo 2020 GMS. Inaccurate or incomplete information will cause problems and delays in the NPC's ability to complete the inscriptions, and in the automatic matching of athletes with a nominal qualification recorded in the Sport Qualification Monitoring functionality.
- Accurate accreditation data will allow Tokyo 2020 to print the Pre-Valid Cards (PVCs) for athletes, competition partners and team officials with the correct access privileges, so that the Accreditation Cards do not need to be reissued after the DRM, thereby ensuring that their arrival experience is as smooth as possible.
- If any discrepancies are discovered after the PVCs have been printed, there may be delays with the accreditation validation process upon arrival in Japan.

In cases where NPCs submit incomplete or inaccurate accreditation data and/or photographs, Tokyo 2020 will be unable to produce and send PVCs for the affected applicants before their travel to Japan for the Games. The NPC would then be responsible for the applicant's individual immigration arrangements for travel to Japan.

3.2.5 Pre-Delegation Registration Meetings

The objective of the Pre-Delegation Registration Meetings (Pre-DRMs) is to prepare both NPCs and Tokyo 2020 for efficient Delegation Registration Meetings (DRMs) by addressing as many issues as possible in advance and reducing the administrative workload upon arrival at the Paralympic Village. In particular, the Pre-DRMs help to ensure that the PVCs are printed with the correct information before they are sent to NPCs.

The Pre-DRMs will be coordinated by Tokyo 2020 NPC Services and will involve the participation of representatives from Tokyo 2020 Accreditation and Sport Entries. During the Pre-DRMs, Tokyo 2020 and the NPCs will:

- verify athlete qualification status;
- verify accreditation data submitted by each NPC;
- identify the category, function and access privileges of all registered participants;
- confirm the address to which PVCs should be sent;
- schedule each NPC's DRM; and
- address other Games preparation details and issues.

Tokyo 2020 will hold Pre-DRMs in person or by conference call in late May or early June 2020. NPCs will have a choice to attend their Pre-DRM either:

- in person in Tokyo;
- via conference call; or
- at continental locations (to be confirmed later).

Pre-DRM dates will be discussed with each NPC at the Chefs de Mission Seminar in September 2019. Please note that NPCs are responsible for their own travel and accommodation expenses to attend the Pre-DRM.

3.2.6 Pre-Valid Card production and distribution

Tokyo 2020 Accreditation will produce Pre-Valid Cards (PVCs) for all NPC delegates whose attendance at the Games has been confirmed during the Pre-DRMs. The production and distribution process will commence as soon as the Pre-DRMs have been completed.

PVCs will be sent to a single location, usually the NPC's head office. For most NPCs, the PVCs for press category organisations within the NPC's territory will be included in the same package. It is the responsibility of each NPC to distribute the PVCs to their delegation members, including members of their press, before they travel to Japan for the Games. The PVC can be used as a visa waiver (see section 3.4.2). Any PVCs received by NPCs that will not be used for Games participation must be returned to Tokyo 2020 Accreditation at the DRM.

3.3 Sport Entries process

Sport Entries is one of the final important steps NPCs need to take to ensure the smooth and streamlined successful registration process of their delegation for the Tokyo 2020 Paralympic Games. The Sport Entries process provides for the official entry of eligible and qualified athletes and teams into the Paralympic Games. The final step of the Sport Entries process is implemented through an online Sport Entries system (SEQ), which will provide all NPCs with the ability to manage, review and submit their individual athlete and team entries online.

3.3.1 Online entries

The submission of sport entries by NPCs for the Tokyo 2020 Paralympic Games will be through the online Sport Entries system (SEQ), which is available in English only. The SEQ, which is the Sport Entries functionality of the Tokyo 2020 GMS, is a new system that has never been used in previous Paralympic Games. As such, NPCs are encouraged to receive adequate training on the system, in order to benefit from the many additional functionalities. Some of the new system's functionalities include:

- additional reports that can be exported in Excel format;
- enhanced pre-population of sport-specific information from IFs;
- ability to partially submit NPC entries (e.g. by discipline);
- ability to export an Excel template and import NPC entries;
- provision of Team Size Formula forecast for Tokyo 2020 and comparison with NPC's estimation; and
- monitoring tool for qualified nominal athletes and additional NPC attributed quotas.

NPCs will be able to access the SEQ from 1 July 2020. The deadline for NPCs to enter their athletes into events for which they are qualified and eligible is 3 August 2020 at 23:59 Japan Standard Time (GMT+9). Only athletes registered by NPCs in the accreditation functionality of the Tokyo 2020 GMS will be able to be entered in the SEQ. Tokyo 2020 will accept only sport entries that have been submitted electronically via the SEQ.

A dedicated Tokyo 2020 Sport Entries point of contact has been assigned to each NPC to guide them through each step of the process and support by telephone or email. NPCs can also email Tokyo 2020 Sport Entries at: paralympicsportsentries@tokyo2020.jp. In addition, a 24-hour helpline will be available for NPCs from 1 July until 3 August 2020.

3.3.2 Final submission and deadline

Once the NPC has entered all data in the SEQ, final confirmation must be provided before the final submission. It is each NPC's responsibility to review its entries before the final submission and allow enough time to review all data before submission, to avoid any errors or omissions. Once an NPC has completed the submission, the SEQ will be restricted to read-only. NPCs will still be able to view their entries and print/export reports but will no longer be able to edit entries.

All entries must be completed before 23:59 Japan Standard Time (GMT+9) on 3 August 2020.

After this date, no further entries will be accepted. NPCs should submit their data as early as possible, to allow Tokyo 2020 Sport Entries to check all data with relevant IFs before the start of the DRMs.

Athlete Substitution

The Athlete Substitution policy will be released by IPC and will explain the applied process for individual and team sports/disciplines.

3.3.3 Sport Entries Qualification Monitoring System (SQM)

The Sport Entries Qualification Monitoring System (SQM) is a newly developed electronic system, which is integrated within the online Sport Entries Qualification System (SEQ) and allows Tokyo 2020 to efficiently track and manage qualifications across all sports/disciplines and NPCs. A similar tool has been used by OCOGs in previous Games, but it was not integrated within the SEQ, and thus was not available to the NPCs.

All NPCs can use the SQM to monitor, manage and compare their tracked qualification numbers with those of the Tokyo 2020 Sport Entries team, who update the SQM after receiving IF confirmation following each qualification event.

The SQM (integrated in SEQ) auto-populates the Team Size Formula (TSF) and provides a number of useful reports to the NPCs.

3.4 Accreditation validation and Games-time operations

3.4.1 Delegation Registration Meetings

The Delegation Registration Meeting (DRM) is the mandatory meeting between each NPC and Tokyo 2020 to finalise the delegation registration process and other topics regarding the NPC's participation in the Tokyo 2020 Paralympic Games. The Chef de Mission or an authorised representative of the NPC must complete the DRM before any member of the NPC's delegation can validate their accreditation, move into the Paralympic Village and enter Tokyo 2020's competition and training venues.

DRMs will be coordinated by Tokyo 2020 NPC Services and will take place in the Paralympic Village Team Processing Centre. The first DRMs will be scheduled for 15 August 2020, and all DRMs must be completed by 23 August 2020. DRMs will be scheduled between 08:00 and 22:00 and, no DRM will be scheduled to begin later than 20:00. The DRM schedule will be discussed in the individual NPC meetings at the Chefs de Mission Seminar.

NPCs are encouraged to send their Chef de Mission or authorised NPC representative to complete the DRM at least two days in advance of their delegation's arrival at the Paralympic Village. Failure to do so may delay their delegation from entering the Paralympic Village if there are any unresolved issues. NPCs who undertake their DRM during the Village pre-opening period, prior to 18 August 2020, should be aware that no athletes can enter any of the Paralympic Village before the official Village opening on 18 August 2020 at 08:00.

At the DRM, the Chef de Mission or authorised NPC representative will sign forms and finalise issues with Tokyo 2020 on behalf of their delegation. The DRM is the point at which all decisions are final and no changes will be permitted following its conclusion. It is therefore of vital importance that the Chef de Mission or authorised NPC representatives arrive at the DRM fully prepared with all the information necessary to make key decisions and provide Tokyo 2020 with details on the topics of:

- Sport Entries;
- Accreditation;
- Village Allotment;
- Arrivals & Departures;
- Team Welcome Ceremony;
- Proxy Cards;
- allocation of NPC dedicated vehicles;
- NPC Assistants; and
- financial issues.

The DRM will begin with Sport Entries, where the number of athletes participating in the Games will be confirmed. After the calculation of the NPC's delegation size, according to the quotas outlined in the NPC Accreditation Manual, Tokyo 2020 Accreditation will confirm the accreditation entitlements and access rights and Tokyo 2020 NPC Services will confirm the number of beds allocated to their delegation in the Paralympic Village and the Cycling Accommodation.

At this point, if an NPC has exceeded any quotas with regards to its accreditation entitlements, the Chef de Mission or authorised NPC representative will need to take action to resolve this issue, including cancellation of delegation members, adjustment of categories, adjustment of 1 and "all venue" access privileges (for team officials), etc. The Chef de Mission or authorised NPC representative will be required to confirm the accreditations of all NPC delegation members, including dignitaries, transferable guests and drivers.

General plans for the use of transferable accreditations will also be discussed during the DRM. NPCs will only need to confirm the names of the individuals who will first be accredited. The schedule of transfers, including names of those to be cancelled and activated, will not need to be provided during the DRM, but instead through the Tokyo 2020 GMS accreditation functionality by 21:00 on the day before the transfer is required.

After completion of the Accreditation section, Tokyo 2020 Village will then provide information on the NPC's housing allotment, storage, offices and medical spaces in the Paralympic Village and the Cycling Accommodation along with a complete inventory of furniture, fixtures and equipment (FF&E) provided by Tokyo 2020.

Should any disagreement occur between an NPC and Tokyo 2020 during the DRM, IPC staff will be present to provide mediation.

After the DRM has been completed, eligible delegation members will be able to validate their accreditation, which will then provide access to the Paralympic Village (from the official opening on 18 August 2020) and other competition and non-competition venues, as determined by the individual's validated accreditation.

During the Paralympic Village pre-opening period, starting on 15 August 2020, NPCs will be able to validate the accreditation of up to 10 team officials to assist in the set-up of their dedicated spaces ahead of the arrival of their delegation. Further details can be found in section 6.3.

3.4.2 Using the Pre-Valid Card as an entry document to Japan

The PIAC in its Pre-Valid Card (PVC) format will serve as an entry document to Japan from 24 April to 6 October 2020 for a maximum stay of 90 consecutive days when accompanied by a valid passport or travel document. The PIAC will facilitate entry into Japan only; Games participants coming to Japan via another country are responsible for obtaining the necessary documentation for entry/transit into that country, if it is required for their nationality.

The PVC/PIAC is valid for multiple entries between these dates. Upon every entry into Japan, the same passport or travel document used in the application for accreditation should be presented with the PVC/PIAC.

The PVC/PIAC is valid in this way for all nationalities, through all ports of entry. Delegation members should travel with their PVC in their hand luggage in order to be ready to present it with their passport or travel document for inspection by their airline, airport and immigration authorities if required during departure, transit and arrival. Only Games participants that are due to be accredited and arrive with their PVC will be entitled to use dedicated or priority lanes at immigration and customs when entering Japan through the official ports of entry and to access transport services from airport to the Village.

Tokyo 2020 and the relevant Japanese government authorities will work with airlines and immigration services worldwide to ensure that all necessary authorities are aware that the Pre-Valid Card can be used as a visa waiver to travel to Japan for the Games.

Tokyo 2020 strongly recommends that all accredited Games participants travel with their PVC, even if they would not normally need a visa to enter Japan because of their nationality. This is to demonstrate to airline, airport and immigration authorities the purpose of travel, as well as to facilitate a smooth journey through the airport upon arrival in Japan and onward travel to their accommodation.

Upon arrival, all non-Japanese nationals will be required to complete a Disembarkation Card for Foreign Nationals and submit it at the immigration counter. The cards are usually distributed by airlines during inbound flights to Japan. A separate card is required for each individual.

Accredited Games participants with requirements to stay in Japan for more than 90 consecutive days will be required to obtain a Certificate of Eligibility prior to departure from their country of residence, and present that to the immigration authorities along with the PVC and valid passport or travel document, upon entry into Japan. For more information and detailed instructions on how to obtain the Certificate of Eligibility, refer to the Tokyo 2020 Visa and Entry Guide, which is available on [Tokyo 2020 Connect](#).

Tokyo 2020 may not be able to produce and send PVCs for individuals whose accreditation application was submitted after the deadline. In such cases, it will be the responsibility of the NPC and the individual to obtain an entry visa for Japan (if required for their nationality) through the standard procedures. This also applies to all non-accredited NPC personnel including recipients of Village Guest Passes. Further information on the standard entry and visa procedures can be found in the Tokyo 2020 Visa and Entry Guide.

3.4.3 Pre-Valid Card validation

Individuals arriving in Japan through Tokyo (Haneda) International Airport (HND) or Narita International Airport (NRT) will be able to validate their PVCs at the airport from 18 August 2020, provided that their NPC's DRM has been completed. Validation desks will be located at the following terminals:

- Tokyo (Haneda) International Airport:
 - Terminal 2 International (to be opened in March 2020)
 - Terminal 3 International (to be renamed in March 2020 from "The International Terminal")
- Narita International Airport:
 - Terminal 1 International
 - Terminal 2 International
 - Terminal 3 International (to be determined according to demand)

Individuals arriving through other ports of entry should proceed to another accreditation centre to complete the accreditation validation process.

Everyone must visit an accreditation facility in person to complete the validation process. Individuals should bring their PVC and the valid identity document that was provided to Tokyo 2020 in the accreditation application.

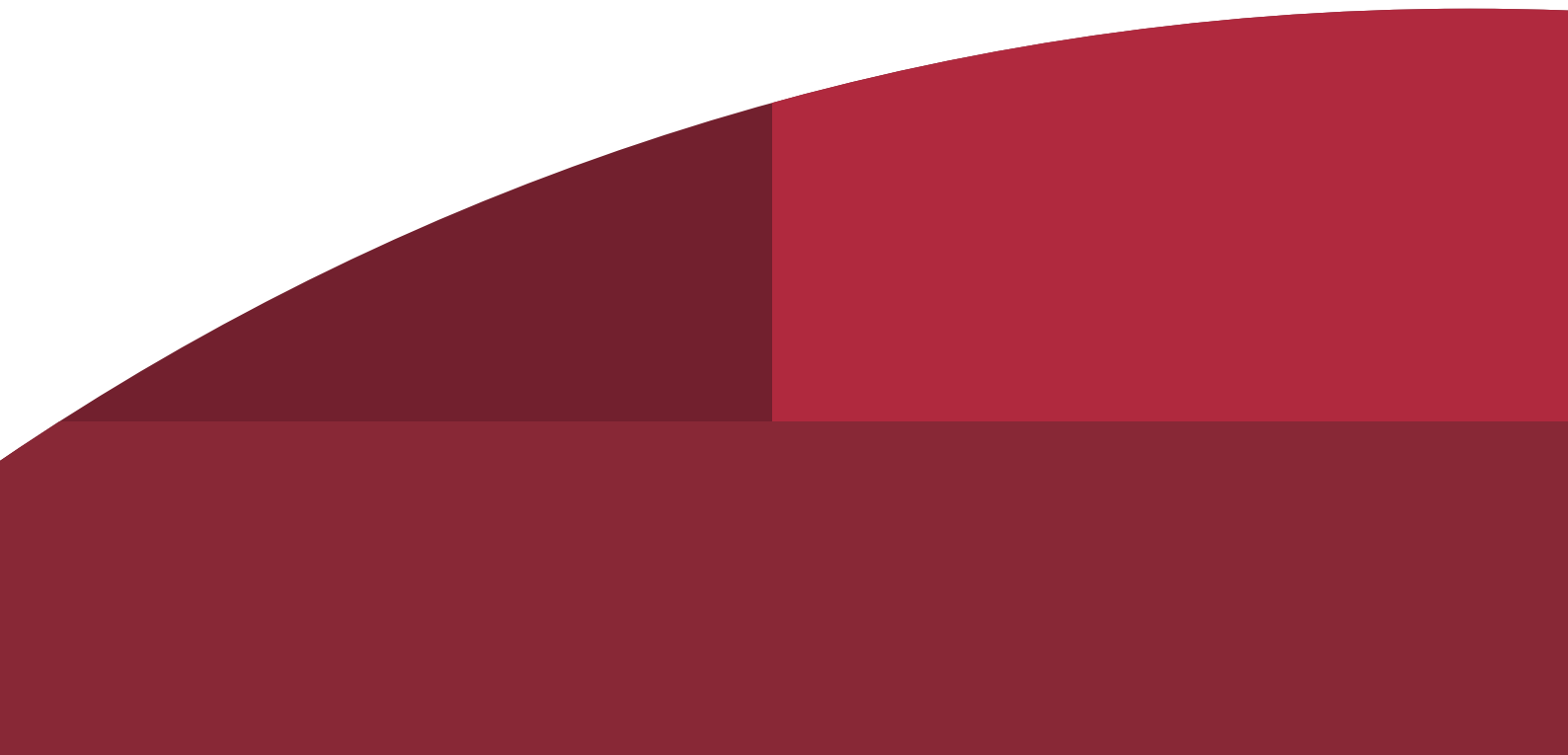
3.4.4 Accreditation facilities and services

Tokyo 2020 Accreditation will be present at all competition venues and operate the main accreditation centres in the relevant locations for each stakeholder group. The table below lists all accreditation facilities and the services provided.

Location	PVC validation	Card production	Transfer requests	Lost/stolen replacement	Help desk
Narita International Airport	Yes	–	–	–	–
Tokyo (Haneda) International Airport	Yes	–	–	–	–
Paralympic Village Accreditation Centre (in Team Processing Centre)	Yes	Yes	Yes	Yes	Yes
Paralympic Family Accreditation Centre at Grand Nikko Tokyo Daiba	Yes	Yes	–	Yes	Yes
Media Accreditation Centres (at IBC/MPC)	Yes	Yes	–	Yes	Yes
VAOs at all competition venues	Yes	–	–	Yes	–

4

Customs and freight forwarding



The Tokyo 2020 Customs and Freight Forwarding Guide is already available on [Tokyo 2020 Connect](#). The guide contains detailed information regarding Tokyo 2020 Logistics, customs policies and procedures, and contact information.

The appendices regarding firearms, ammunition, horses, boats, medicines and medical devices will be included in the final version of the Tokyo 2020 Customs and Freight Forwarding Guide in November 2019.

4.1 Official customs broker

Tokyo 2020 has appointed Yamato Global Logistics Japan Co., Ltd. (under the affiliation of Yamato Holdings Co., Ltd.) as the official Logistics service partner and official customs broker for the Tokyo 2020 Paralympic Games.

Tokyo 2020 recommends that Yamato Global Logistics Japan (or “Yamato”) be used for NPC customs and freight forwarding needs. Yamato is prepared to assist NPCs in the preparation of customs and freight documents with its brokerage expertise. The company has also established a logistics support network that meets the unique needs of NPCs.

NPCs may consult and make inquiries regarding Yamato services by email or telephone:

- Email: tokyo2020ygl@y-logi.com
- Telephone: + 81 (0)3 6278-8095

4.2 Freight forwarding policies and procedures

NPCs that choose not to use the Tokyo 2020 official customs broker should ensure that the customs broker of their choice has the appropriate knowledge regarding import and export rules and procedures in Japan in order to properly import their freight for the Paralympic Games.

4.2.1 Tax exemption for imported goods

Based on the tax exemption requirements and procedures prescribed in Japanese customs laws and regulations, NPCs can receive various tax exemptions when importing accompanied baggage and freight.

Goods imported for commercial purposes are not subject to tax exemption, so NPCs must pay taxes according to general customs procedures.

The types of goods that qualify for tax exemption are listed below:

Giveaway items

- Items imported to be distributed free of charge (catalogues, pamphlets, badges, medals, etc.) at Games-related facilities such as NPC Partner Houses (formerly known as Hospitality Houses or NPC Houses). Such items must be used for the above-mentioned purpose for two years from the date of import permission.

Consumable items

- Items for the construction, maintenance, dismantling, and/or operations of Partner Houses or other facilities hosting special events (e.g. paint, varnish, wallpaper, etc.). Such items must meet the tax exemption requirements of Japan Customs.
- However, these items must be used for the above purposes within a period of two years after permission is granted for the import of such items.

Re-export exemption items

- Broadcasting and professional equipment, sports equipment, training equipment, or games-related vehicles temporarily imported into Japan that will be re-exported after the end of the Games.
- In principle, items must be re-exported within one year of the date of import permission or consumed/destroyed/donated according to mandated procedures. However, extensions are possible with appropriate procedures.

ATA Carnets

Japan is a member of the ATA Carnet procedures Convention (a convention for customs procedures to permit the temporary import of goods). In cases such as those of professional equipment, commercial samples, exhibits for display at an exhibition or trade show, or other such items that are brought as accompanied baggage into Japan on a temporary basis, the importers will be able to undergo simple import procedures and will be exempt from the payment of duties.

To receive such treatment, ATA Carnet procedures are necessary. ATA Carnets are issued by the Chamber of Commerce of an ATA Carnet member country. An ATA Carnet is issued for the temporary import of items on the condition that the items are re-exported within one year. Items such as professional equipment, exhibits for display at an exhibition or trade show, commercial samples, and items for use at meetings or events are all applicable. However, items produced, processed, repaired, leased, purchased or consumed in Japan are not applicable. Additional details are in the Tokyo 2020 Customs and Freight Forwarding Guide.

Goods brought into Japan either as accompanied or unaccompanied baggage

These accompanied or unaccompanied items include daily necessities, competition equipment, food items for personal consumption, medical and pharmaceutical items, personal computers, training equipment, broadcast equipment, and various items for use in professional operations.

For more details, please refer to **4.3.1 Duty-free allowance for individuals**.

4.2.2 Freight insurance

It is the responsibility of each NPC to obtain its own insurance coverage for the entire journey of its freight and equipment regardless of the freight forwarder used. Freight forwarders should ensure that they have adequate insurance for shipping, storage, container return, goods and packaging or packing materials.

Many freight forwarders, including Yamato, offer a limited liability provision for the movement of freight and equipment, and therefore additional insurance may be required. It is the responsibility of the owner to properly store their freight and equipment at the Paralympic Village or competition venues.

4.3 Customs procedure upon arrival

4.3.1 Duty-free allowance for Individuals

Item		Amount or value
Alcoholic beverages		3 bottles (one bottle = 760ml)
Perfume (excluding eau de cologne and eau de toilette)		2 ounces (one ounce = 28ml)
Tobacco Products	Cigars	100 cigars
	Cigarettes	400 cigarettes
	Heat-not-burn tobacco	Amount equivalent to 400 cigarettes. Examples of the allowance for heat-not-burn tobacco • IQOS: 400 pieces • glo: 400 pieces • Ploom TECH: 100 capsules
	Other kinds of tobacco	500 grams
Others		JPY 200,000 (total price at overseas market) 1. In cases where the total amount exceeds JPY 200,000, items up to the value of JPY 200,000 shall be exempt from duties, but all other items shall be subject to the payment of duties. 2. If a single item is valued at over JPY 200,000 it shall be subject to the payment of duties. (e.g. handbag is valued at JPY 250,000, shall be liable for the payment of duties on the full amount of JPY 250,000.) 3. Single items for which the overseas market price is less than JPY 10,000 shall, in principle, be exempt from duties (e.g. 9 bars of chocolate valued at JPY 1,000 each, or 2 neckties valued at JPY 5,000 each shall be exempt from the payment of duties)

*1. Commodities and commercial samples are subject to duty and/or tax because they are not regarded as being for personal use.

*2. Alcoholic drinks and tobacco-related products shall not be eligible for duty exemption if being imported by a minor (i.e. under 20 years of age).

*3. Apart from toys, etc. that are clearly recognisable as being for personal use, any items imported by a child under the age of six shall not be eligible for duty exemption.

4.3.2 Batch declaration of unaccompanied baggage

Every individual entering Japan must complete a customs declaration form. When a group (including athletes, team officials, coaches, medical staff, and other team-related personnel) enters the country, if preferred, an individual representing the group may complete and submit a group declaration using the same form. When completing this form, each individual or group representative should indicate whether there is unaccompanied baggage.

4.4 Delivery procedures after arrival

4.4.1 Delivery requirements to the competition venues and Paralympic Village

NPC freight forwarders must meet certain conditions for accessing competition and non-competition venues, including the Paralympic Village. When arranging for delivery, the NPC freight forwarder must contact Tokyo 2020 and follow the procedures to be registered in the Master Delivery Schedule (MDS). Tokyo 2020 will confirm the delivery date and time of the NPC freight forwarders and give appropriate instructions. In the case of a delivery date and time on the schedule that is not possible, an alternative date and time will be assigned.

Details regarding access requirements, delivery windows and routes to competition and non-competition venues, including the Paralympic Village are described in the Tokyo 2020 Venue Delivery Guide. That guide will be published on Tokyo 2020 Connect in February 2020.

4.4.2 Freight and container deliveries

Freight delivery

NPC freight forwarders must comply with all delivery periods and security protocols as specified in the Tokyo 2020 Venue Delivery Guide. Tokyo 2020 will provide complimentary support to unload the freight in the Logistics Compound and move it to the NPC's storage space (within the same venue) at the Paralympic Village and competition venues.

NPC freight forwarders are required to use their own equipment (pallets, trolleys, etc.), and are responsible for any damage caused while on site.

Container delivery

Tokyo 2020 will allocate space for containers to NPCs at the Paralympic Village as well as at the competition venues for equestrian, canoe sprint, and rowing. Due to limited space at these venues, container space will be allocated after consideration of the needs of each team.

NPCs should make their requests to Tokyo 2020 as early as possible.

At the Paralympic Village as well as at the competition venues for equestrian, canoe sprint, and rowing, Tokyo 2020 will provide complimentary loading and unloading support for NPC containers during a predefined period. All container shipments shall be made during this period after confirmation by Tokyo 2020. Due to operational and security constraints, container delivery must be done at a specified delivery date and time.

Unloading does not refer to the contents of the container, but to only the movement of the container from the truck onto the ground. After unloading, if goods need to be transferred to the NPC's allocated space, such services can be requested from Tokyo 2020.

The container delivery window to the Paralympic Village and the relevant competition venues will be announced at the Chefs de Mission Seminar.

4.4.3 Before lockdown

The delivery requirements in the period prior to lockdown will be announced at the Chefs de Mission Seminar.

4.4.4 Security sweep

A security sweep and lockdown will be implemented at all competition venues and some other venues prior to the Paralympic Games.

During the period from the start of the security sweep to the lockdown, no entry is permitted other than to those related to the security sweep.

During the security sweep, the entire venue (buildings, containers and freight) is inspected. Therefore, when conducting the security sweep of the containers, the NPC is required to attend. NPCs that cannot attend must make keys available for a thorough security search of all containers and freight.

4.4.5 After lockdown

In order to make delivery after the Paralympic Village and competition venues have been locked down as well as at Games-time, NPCs must meet the requirements of the "6 keys to the gate".

6 keys to the gate

1. Master Delivery Schedule (MDS): Delivery vehicles must be registered on the MDS. The MDS is a centralised schedule system managed by Tokyo 2020, which coordinates delivery and service vehicles proceeding to competition venues and the Paralympic Village.
2. Accreditation: All drivers and occupants must possess and display the relevant accreditation
3. VAPP: All vehicles must display the appropriate MDS VAPP.

4. Secure load pass: After screening, each vehicle must have a secure load pass that certifies that the contents have been screened or have come from a secure location.
5. Vehicle sealing: All vehicles must be sealed during transport. The seal will be checked at the Vehicle Screening Area (VSA) in order to check whether any unauthorised change may have been made.
6. Vehicle screening: Each vehicle intending to enter the venue must undergo screening to ensure that no banned and/or dangerous freight is on board.

In cases where even one of the “6 keys to the gate” is not met, the vehicle may be restricted or refused entry.

4.4.6 Material Transfer Area (MTA)

During the lockdown period, delivery of small freight will be accepted at the Material Transfer Area (MTA) in the Paralympic Village. By notifying Tokyo 2020 in advance, NPCs can bring in items without going through the regular security protocol. NPCs can request support from Tokyo 2020 if they need to move the freight to their allocated storage space within the Paralympic Village.

However, as there is no MTA at the competition venues, NPCs cannot receive small freight in this way.

4.4.7 Transition period from Olympic Games to Paralympic Games

During the transition period between the Olympic Games and Paralympic Games, the Paralympic Village and some competition venues will remain in security lockdown. This means that only individuals and vehicles with official accreditations can access these venues. Lockdown will continue until the Paralympic Village closes on 9 September 2020.

4.5 Firearms and ammunition

The Games will be held in a secure environment in Japan, supported by the very strict rules and regulations of Japan in various aspects regarding firearms and ammunition. Athletes who participate in the Shooting competitions must adhere to Japanese law and take necessary procedures to ensure fair enforcement of the law. Tokyo 2020 will provide services and support to the athletes, for smooth operation of the Games in compliance with the law. An introduction is provided in this Dossier. Athletes are strongly advised to refer to the Firearms and Ammunition Guide, which will be available on Tokyo 2020 Connect in November 2019.

Examples of legal regulations on firearms and ammunition are as follows:

- Only the athletes who received permission can possess, store, carry, or transport their firearms and ammunition;
- Permitted firearms and ammunition cannot be shared with another individual;
- Permission is required to;
 - Import or export firearms and ammunition;
 - Acquire, transfer, or dispose of ammunition;
 - Consume (shoot) more than 400 rounds of ammunition per day;
- Athletes cannot store more than 800 rounds of ammunition;
- Firearms and ammunition must be within reach of the athlete who received permission, unless it is stored in the armory.
- The permit must always be carried with the firearm during carrying and/or transport

To receive Tokyo 2020 support for the import, export, and transport of firearms and ammunition, NPCs must submit the required information regarding arrivals and departures, firearms and the ammunition of their athletes to Tokyo 2020 by a date that will be confirmed by Tokyo 2020 in the Firearms and Ammunition Guide. Tokyo 2020 will then apply to the respective government authorities for import/export and transport permission on behalf of the athletes.

For athletes to qualify for Tokyo 2020 support, they must meet the following conditions:

- Firearms or ammunition must be used for the Games and be carried by the athletes themselves;
- Athletes must arrive and depart from either Narita International Airport or Tokyo (Haneda) International Airport;
- Athletes must arrive between 18 August 2020 and 6 September 2020, and depart between 31 August 2020 and 9 September 2020;
- Required information must be submitted to Tokyo 2020 by the deadline.

If an athlete does not meet the above criteria, they must import, export, transport and store firearms and ammunition according to Japanese law on their own. In that case, the athlete is responsible for obtaining all required permits from the relevant government authorities and for transporting the firearms and ammunition to the armory in the Asaka Shooting Range at an agreed date and time. Taking firearms or ammunition to the Paralympic Village is strictly prohibited.

The agent designated by Tokyo 2020 will sell ammunition at the Asaka Shooting Range for competition and training to athletes participating in the Games who applied in advance to Tokyo 2020.

4.6 Horses

NPCs competing in equestrian must use the Tokyo 2020 Freight Support Plan to ship horses to and from Japan.

Peden Bloodstock GmbH has been appointed as the Tokyo 2020 logistics partner in horse transportation. Designated international hubs will be set up in Australia, Belgium, and the United States. More details will be provided in the final version of the Tokyo 2020 Customs and Freight Forwarding Guide, which will be published in November 2019.

Cost of air transport from the hub airport to Narita or Tokyo (Haneda) International Airports for competing horses will be covered by Tokyo 2020.

4.7 Boats

The Freight Support Plan for boats is under discussion. Details will be confirmed and communicated in November 2019.

NPCs can ship eligible items to Tokyo from the Tokyo 2020 designated international hub/location during the designated period.

Tokyo 2020 will provide round-trip transportation for eligible items of NPCs between the Tokyo 2020 designated international hub/location and the competition venues.

Details will be provided in the final version of the Tokyo 2020 Customs and Freight Forwarding Guide (November 2019) and the Tokyo 2020 Venue Delivery Guide (February 2020). NPCs must take the necessary measures to transport boats and equipment to and from the competition venue.

NPCs using freight forwarders to import goods into Japan must arrange for other necessary logistics procedures. Transportation expenses outside of the Freight Support Plan will not be reimbursed.

4.8 Medicines and medical devices

Imports for personal use

If an individual imports general medicines and medical devices for personal use (not for sales purposes), no prior procedures are necessary, provided that they are within the quantity limits prescribed by Japanese law.

When the prescribed quantity exceeds the limit, or an item requires verification by the Ministry of Health, Labour and Welfare, regardless of the quantity, it is necessary to apply for an import certificate (pharmacist certificate) in advance: <https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

In addition, it is strictly prohibited to enter the country with stimulant drugs, cannabis, or other controlled substances that are prohibited by the laws of Japan. Narcotics and psychoactive drugs for medical use can be brought into the country as personal effects by obtaining permission or approval separately. See the Tokyo 2020 Customs and Freight Forwarding Guide for more details.

Imports for NPC teams

To import general medicines and medical equipment for use by the NPC team, the team doctor, or a Japanese doctor who is registered by the NPC, must submit the prescribed application forms (which will be sent to NPCs in summer 2019) to Tokyo 2020 and receive preliminary approval from the local welfare department in advance. Imported medicines and medical equipment can be used only by the athletes and members of the relevant team and cannot be shared with other NPC teams.

In addition, it is not possible to bring stimulant drugs, cannabis or other controlled substances that are prohibited by the laws of Japan (see the Customs and Freight Forwarding Guide).

4.9 Guide Dogs and Service Dogs

If an NPC imports (or brings) a guide dog or a service dog into Japan, the NPC must obtain a certificate issued by the relevant government agency of the country of export and then submit a “NOTIFICATION FOR IMPORT OF DOGS UNDER THE RABIES PREVENTION LAW AND THE DOMESTIC ANIMAL INFECTIOUS DISEASES CONTROL LAW” to the Animal Quarantine Service that has jurisdiction over the airport or seaport of arrival, via mail, fax, or email at least 40 days before arrival in Japan. Please check the following link to obtain the details.

http://www.maff.go.jp/aqs/english/animal/dog/pdf/aqs_contact_list_en.pdf

If all the necessary import conditions are satisfied, import inspections will be completed within 12 hours and the guide/service dog can be retrieved. However, if the conditions as outlined in the below link are not satisfied, the dogs will be subject to holding inspections at the holding facilities of the Animal Quarantine Service for a maximum period of 180 days. As a result of inspection, import may not be approved.

Some documents such as a certificate issued by the relevant government agency of the country of export need to be submitted at import inspections. They would differ depending on the country or region (designated regions or other regions). Please be sure to check the following link for detailed information and import procedures:

<http://www.maff.go.jp/aqs/english/animal/dog/index.html>

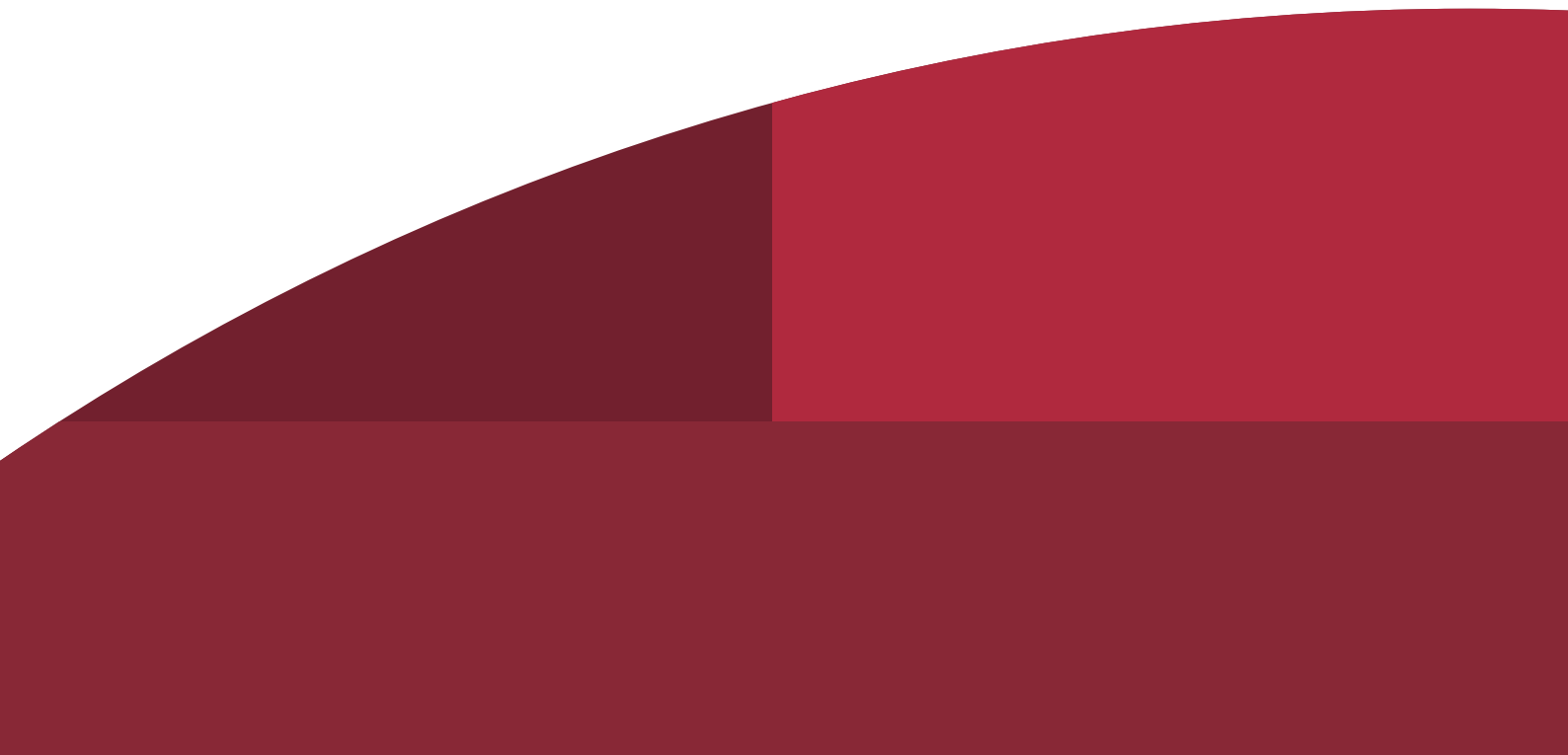
Please note that necessary formalities such as microchip implanting, rabies vaccinations, rabies antibody tests etc. must be completed before arrival in Japan.

Also, in situations where you plan to bring a guide/service dog into Japan via an airport other than Narita or Tokyo (Haneda) International Airport, please check the following link to ensure at which airport they can be brought in.

http://www.maff.go.jp/aqs/english/animal/dog/pdf/aqs_contact_list_en.pdf

5

Arrivals



5.1 Arrival services

Tokyo 2020 will use the following two airports as the official ports of entry for the Paralympic Games Tokyo 2020:

- Narita International Airport (NRT), Tokyo
- Tokyo (Haneda) International Airport (HND), Tokyo

Services, including dedicated lanes / counters for quarantine, immigration and customs will be installed at NRT and HND from 10 August to 6 September 2020. Please note that services will vary depending on the period. Accreditation validation services will be available only at the international terminals of NRT and HND, and the service delivery period will be informed when decided. Arrival transport services will be delivered from 15 August to 6 September at NRT and HND.

NPCs are required to provide complete and accurate information on the online Arrivals and Departures Information System (ADS) for their delegations, to ensure the best possible arrival and departure experience.

5.2 Arrivals and Departures Information System (ADS)

The Arrivals and Departures Information System (ADS) is a web-based system, which will be used to collect all arrivals and departures data for the Tokyo 2020 Games.

The ADS will go live in March 2020 and NPCs are encouraged to submit all arrivals and departures data no later than the end of June 2020.

The ADS will allow NPCs to submit information about their arrivals and departures, baggage, oversized items, sports equipment, including firearms and ammunition, and other special requirements.

NPCs are encouraged to submit as much information as possible, as this will allow Tokyo 2020 to prepare for adequate accreditation validation, logistics, transport and if applicable, protocol services.

During Games-time, NPCs are encouraged to visit the Arrivals and Departures desk in the NPC Services Centre to update their latest arrivals and departures information. The NPC is responsible for providing their latest delegation data to Tokyo 2020.

5.3 Arrivals in Japan

The Pre-Valid Card (PVC) or Paralympic Identity and Accreditation Card (PIAC) will serve as an entry document to Japan from 24 April to 6 October 2020, when accompanied by a valid passport or travel document, for a maximum stay of 90 consecutive days. The PVC/PIAC is valid for multiple entries to Japan using PVC/PIAC between these dates (with the exception of some sports). The same passport or travel document used in the application for accreditation should be presented with the PVC/PIAC upon every entry into Japan.

Only accredited Games participants arriving with their PVC will be entitled to use dedicated lanes / counters for quarantine, immigration and customs when entering Japan through the official ports of entry and to access transport services from the airport to the Village.

Individuals who wish to enter Japan before 24 April 2020 and require a visa should go through the normal Japanese visa application procedure.

For detailed information on immigration laws and procedures in Japan, refer to the Immigration Services Agency website: <http://www.immi-moj.go.jp/english/index.html>.

5.4 Arrivals procedure

5.4.1 Service period

Airport	Airport services	Transport services
Narita International Airport (NRT)	10 August – 6 September 2020	18 August – 6 September 2020*
Tokyo (Haneda) International Airport (HND)	10 August – 6 September 2020	18 August – 6 September 2020*

* NPC Chefs de Mission and Deputy Chefs de Mission arriving at NRT and HND between 15 August and 17 August 2020 will be able to use the arrival transport services from the airports to the Paralympic Village Team Processing Centre.

5.4.2 Accreditation

Accreditation validation desks will be located before quarantine at the international terminals of NRT and HND, except for at Terminal 3 of NRT, where the accreditation validation desk will be located at temporary desks after passport control as temporary desks. There will be no accreditation validation desks at the domestic terminals of NRT and HND.

Athletes, team officials and competition partners will be able to validate their PVCs at the accreditation validation desks from 18 August, if their NPC's DRM has been completed.

If NPC delegation members are not able to validate their PVC at the airport, athletes, team officials and competition partners should visit the Accreditation Centre in the Paralympic Village Team Processing Centre (TPC).

NPC Presidents and Secretaries General, dignitaries and guests should visit the Paralympic Family Accreditation Centre adjacent to Grand Nikko Tokyo Daiba.

Tokyo 2020 may also ask some teams to validate their PVCs at the Paralympic Village during peak times to avoid airport congestion.

5.4.3 Quarantine

○ Infectious Diseases

(The figures in parentheses indicate the endemic areas. It describes the endemic areas of some infectious diseases. Please check with the quarantine station upon entry to Japan.)

- Ebola hemorrhagic fever (Democratic Republic of the Congo)
- Crimean-Congo hemorrhagic fever
- Smallpox
- South American hemorrhagic fever
- Plague
- Marburg virus disease
- Lassa fever
- Novel Influenza Infection (Novel influenza and reemerging influenza)
- Zika virus infection
- Chikungunya fever
- Middle East respiratory syndrome (MERS)
(United Arab Emirates, Yemen, Oman, Qatar, Kuwait, Saudi Arabi, Jordan)
- Dengue fever
- Avian influenza (H5N1)
(Indonesia, Cambodia, Thailand, China, Vietnam, Myanmar, Laos, Bangladesh, Pakistan, Azerbaijan, Iraq, Turkey, Egypt, Djibouti, Nigeria)
- Avian influenza (H7N9) (China, Hong Kong, Macao)
- Malaria

○ Inquiry

A quarantine station chief may make necessary inquiries to an individual that boards the aircraft or may assign a quarantine officer to this task. Please cooperate with the quarantine officer accordingly.

○ Medical Examination and Inspection

*Please inform the quarantine officer in case of symptoms such as fever, coughing, or of feeling unwell upon arrival.

*An inspection may be conducted if there is a possibility of infection or infectious diseases based on medical examinations by the quarantine officer (doctor, nurse).

○ Isolation

*If you are suspected of being infected with an infectious disease, based on the type of disease, the quarantine officer may transfer (isolate) the patient to a designated medical institution to prevent infection from entering Japan.

*Infectious diseases targeted for isolation are infection such as Ebola hemorrhagic fever, Crimean Congo hemorrhagic fever, smallpox, South American hemorrhagic fever, plague, Marburg virus disease, Lassa fever, Novel Influenza Infection etc. infections.

* If infectious diseases not targeted for isolation (chikungunya fever, dengue fever, malaria, zika virus infection) are suspected, entry to Japan will be permitted while conducting inspections, but after entry please be careful to avoid mosquitoes bites in Japan.

○ Reinforcement of quarantine (Middle East respiratory syndrome (MERS), avian influenza (H5N1, H7N9)

- Ebola hemorrhagic fever

Currently spreading in the Democratic Republic of the Congo (North Kivu and Ituri provinces). Those entering from these areas, should report to the quarantine officer at the quarantine booth etc. Depending on the epidemic situation, the quarantine in Japan may be reinforced.

- Middle East respiratory syndrome (MERS)

Within 14 days in the endemic area of the Middle East respiratory syndrome,

- had contact with MERS patients,
- had close contact * with dromedary camels,

* Touched the nose and mouth of a dromedary camel, ingested fresh milk of the or uncooked meat of the dromedary camel

Not limited to endemic countries within 14 days,

- examined, nursing or cared for MERS patients
- lived with MERS patients
- directly touched contaminants such as respiratory secretory fluid and body fluids of MERS patients,
- had contacted with a MERS suspected disease carrier patient on an aircraft

If you have any conditions that are listed above, please inform the quarantine officer when you enter Japan.

If a person corresponding to the above list and has a fever higher than 38°C, acute respiratory symptoms with coughing, and is suspected clinically or radiologically of pneumonia, they will all be deemed as a patients. Inspections will be carried out at quarantine offices, and patients hospitalized in the designated medical institutions.

- **Avian Influenza (H5N1, H7N9)**

Within 10 days in the endemic country,

- In case a person has had close contact (such as injection of bird feces, feathers or direct contact with a dead body or organs) with a bird (dead bodies included) infected with avian influenza A (H5N1, H7N9) or is suspected of being infected.

Subject types of birds

- Avian influenza A (H5N1) → domestic fowl, duck, turkey, quail
- Avian influenza A (H7N9) → domestic fowl, duck, pigeon

- Close contact (under normal circumstances, within 2 m which is the scattering distance of droplets, is set as standard) with avian influenza A (H5N1 or H7N9) patients (suspected patients included)

If you have the conditions that are listed above, please inform the quarantine officer when you enter Japan.

If an individual corresponds to the above list and has a fever higher than 38°C and acute respiratory symptoms with coughing, inspections will be carried out at a quarantine offices.

○ Others

Please note that those who have no symptoms at the time of entry and fall under the conditions above of Middle East respiratory syndrome (MERS) and avian influenza (H5N1, H7N9) will be considered possibly infected with these infectious diseases. For a certain period during their stay in Japan, it will be necessary to report their health status to a quarantine station.

○ Please refer to following links for details :

(List of Japanese Quarantine Stations)

https://www.mhlw.go.jp/english/policy/health-medical/health/dl/contact_list_jqs.pdf

(Ebola virus disease)

<https://www.who.int/ebola/en/>

(MERS)

<https://www.who.int/emergencies/mers-cov/en/>

(Avian influenza A)

https://www.who.int/influenza/human_animal_interface/en/

○ Import of animals

Pets animals such as hamsters and parrots cannot be imported into Japan. Rodent dead bodies (including food) are also prohibited. Import may be allowed if you meet the requirements, but please note that requirements are very strict, and in principal, it is not possible.

5.4.4 Immigration

Arrival documents

All non-Japanese nationals will be required to complete an arrival card, “Disembarkation Card for Foreign Nationals,” and present it at the immigration counter upon arrival. The cards are distributed by airlines during inbound flights to Japan. A separate card is required for each individual. For those who have received the Certificate of Eligibility before arrival in Japan, they must submit this along with the arrival card at the immigration counter.

5.4.5 Baggage Claim

After passport control NPCs should pick up their baggage on their own in the baggage claim area. They should make sure that all their baggage, except for OOG and SOOG baggage, have arrived and ensure that it is not damaged. Pick up services and baggage trolleys will be delivered upon request at the baggage claim area. Porter services will also be provided upon request after customs inspection.

5.4.5.1 OOG (Out of Gauge) / SOOG (Super Out of Gauge) Baggage

At the Tokyo Games, baggage that cannot be returned at the baggage claim area is defined as SOOG baggage.

At HND, javelins for Javelin Throw are categorized as SOOG baggage. SOOG baggage cannot be received at the baggage claim area and will be returned at a dedicated reclaim area. It is necessary to contact airlines in advance. Tokyo 2020 will provide support service, so baggage information will need to be input into ADS. Also, in case large quantities of OOG baggage (competition wheelchairs etc.) arrive together, the same procedures will be taken.

At NRT, all baggage can be returned at the baggage claim area, but in case of large quantities of javelins for Javelin Throw, or if bicycles and wheelchairs arrive together, baggage will be returned at a dedicated reclaim area.

When the reclaim areas differ from the regular area, airlines and Tokyo 2020 will integrate and communicate that to the NPCs.

Further details will be provided at the Chefs de Mission Seminar.

5.4.5.2 NPC access to baggage claim areas

Details will be provided at the Chefs de Mission Seminar.

5.4.6 Firearms and ammunition

After NPCs have collected their baggage, they must take firearms and ammunition to a dedicated area for inspection by customs and police officers. Tokyo 2020 will guide you to the inspection area. Firearms and ammunition will be carried by airlines to the inspection area. After inspection, athletes' hand over the firearms and ammunition to the contractor for Tokyo 2020 Logistics. For more information, please refer to that section in 4.5.

Firearms and ammunition will be transferred by the contractor for Tokyo 2020 Logistics from the airport directly to the competition venue.

5.4.7 Medicines

Please refer to section 4.8 for details.

5.4.8 Animal and plant quarantine

Please refer to the following websites for more information about bringing animals, plants and food into Japan.

Category	Website
Animals	Quarantine system for dogs and cats (import) : http://www.maff.go.jp/aqs/english/animal/dog/index.html
Plants	Plant quarantine inspections : http://www.maff.go.jp/pps/j/introduction/english.html
Food	Animal products Animal quarantine information for travelers to Japan : http://www.maff.go.jp/aqs/languages/info.html Plants Plant quarantine information for travelers to Japan : http://www.maff.go.jp/pps/j/information/language_top.html
Pets including Guide dogs	Assistance dogs MHLW HP https://www.mhlw.go.jp/english/policy/care-welfare/welfare-disabilities/assistance_dogs/immigration.html Other pets (Please note generally not allowed) MHLW HP https://www.mhlw.go.jp/english/topics/importanimal/index.html

5.4.9 Customs

Everyone entering Japan must submit a customs declaration form to a customs officer that specifies whether or not they have any declarable goods. Customs declaration forms are available inside aircraft and before passing through customs at the airport.

Customs declaration forms can also be printed from the Japan customs website : <http://www.customs.go.jp/english/passenger/index.htm>

Delegates carrying cash or other means of payment that is in excess of JPY 1 million (JPY 100,000 if bound for the Democratic People's Republic of Korea), or gold bullion (over 90% purity) exceeding 1kg are required to submit a Declaration of Carrying of Means of Payment, etc., to the customs official when arriving in Japan.

5.4.10 Airport transfers

5.4.10.1 DRM arrivals

Delegation Registration Meeting (DRM) participants arriving at NRT and HND between 15 August to 17 August 2020 can use arrival transport services connecting the airports and the Paralympic Village Team Processing Centre. This service will be provided based upon the arrival information that was provided in the ADS.

5.4.10.2 Athletes, team officials and competition partners

From 18 August to 6 September 2020, Tokyo 2020 transport services can be used to go to the Paralympic Village from all terminals at NRT and HND. Buses will transfer the athletes, team officials and competition partners to their Paralympic Village.

5.4.10.3 Accompanied baggage

Whenever possible, accompanied baggage and sports equipment will be transported on the same bus with athletes, team officials and competition partners. Baggage will be loaded on the buses in the order of arrival. Baggage that does not fit on the bus will be transported in a logistics truck that will follow the bus. Tokyo 2020 will provide assistance to athletes, team officials and competition partners when loading baggage onto buses and trucks. The truck will proceed along with the bus so that the athletes, team officials, competition partners and their baggage will arrive at the Paralympic Village or accommodation at the same time.

5.5 Mishandled baggage (lost, delayed or damaged)

The airline is responsible for tracking, repairing and returning mishandled baggage to the owner. Delegates must first report mishandled baggage to the airline baggage claim counter, located in the baggage claim area at each terminal.

Tokyo 2020 will assist the athletes and airlines in returning the baggage to the owner as quickly as possible, by creating a record of the mishandled baggage claim and delivering it to the owner after it arrives at the Paralympic Village.

NPCs can visit the Arrivals and Departures desk in the NPC Services Centre to check on the status of their baggage and close the case.

NPCs must report to airlines within 7 days of receipt of damaged baggage.

5.6 Airport parking

There is no dedicated parking for NPCs at the airports. NPCs must use the public parking facilities at their own expense. Details about parking and fees at airports can be found on the following websites :

NRT :

<https://www.narita-airport.jp/en/access/parking>

HND :

<http://www.haneda-airport.jp/inter/en/access/parking.html>

(international terminal)

https://www.tokyo-airport-bldg.co.jp/en/access/parking/for_using_parking.html

(domestic terminal)

5.7 Charter and private flights

As HND will have limited landing slots for charter flights and private flights during Games-infection time, it is recommended that NPCs to use NRT to transfer to the Tokyo metropolitan area. Please note that landing slots and parking spots must be procured in advance for charter flights and private flights during Games-time. It is necessary to make a request to a designated contact within the period specified by the Civil Aviation Bureau due to high demand. A list of available airports, the coordination period, and contacts will be posted on the Tokyo 2020 Connect.

5.8 Arrivals at the Paralympic Village and Cycling Accommodation

When athletes, team officials and competition partners arrive for the first time at the Paralympic Village, they must enter through the Team Processing Centre, along with their baggage. Tokyo 2020 will support the unloading of baggage and sports equipment, but athletes, team officials and competition partners are responsible for moving it to the Team Processing Centre.

For Cycling Accommodation, Tokyo 2020 will support the unloading of baggage and sports equipment as far as the Check-in counter. Athletes, team officials and competition partners are responsible for moving it to the rooms. Transport service is available in the Track Cycling Accommodation.

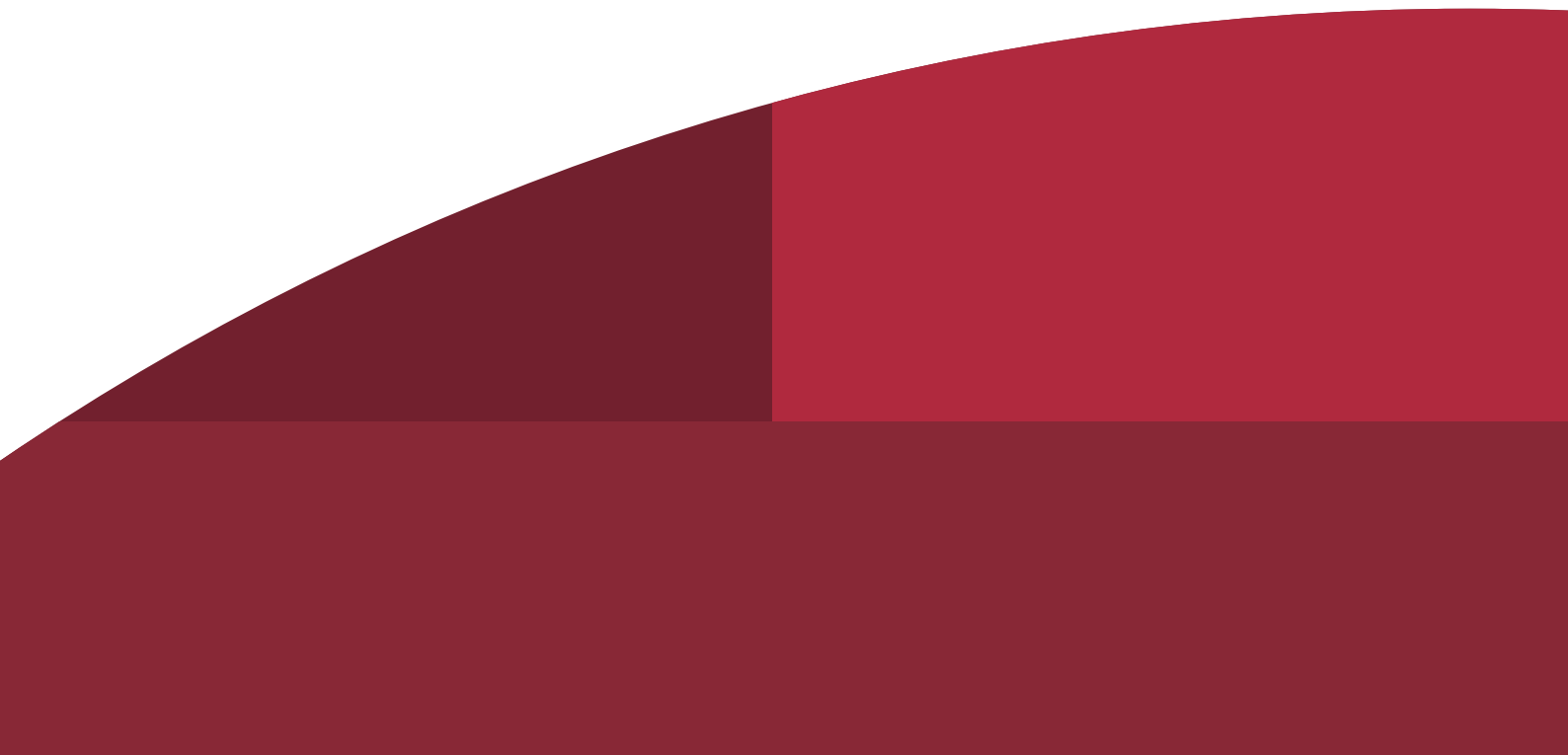
5.8.1 Self-drive arrivals

Self-drive arrivals are being coordinated with related parties. Drop-off locations and access procedures to the Paralympic Village will be made available on Tokyo 2020 Connect after it is decided.

After arriving at the Team Processing Centre, the process is the same as for other arrivals.

6

Paralympic Village



6.1 Paralympic Village introduction and overview

The Paralympic Village will accommodate approximately 8,000 residents and is located on the waterfront of the Harumi district of Tokyo. Surrounded by water on three sides, there are a total of 3,800 apartments in 21 residential buildings with 14–18 floors each (up to 10th floors to be used during the Paralympic Games), which are divided into four residential blocks. The Paralympic Village will include the usual residential facilities and services, which are explained later in this chapter.

The Paralympic Village is conveniently located between the Bay Zone and the Heritage Zone, as well as famous tourist landmarks, such as the Rainbow Bridge, Tokyo Tower and the Ginza shopping and entertainment district.

The Cycling accommodations are located outside of Tokyo: the Track Cycling accommodation at the hotel in Izu City, Shizuoka Prefecture, and the Road Cycling accommodations at the hotels in Fujikawaguchiko-machi and Fujiyoshida-shi, Yamanashi Prefecture.

6.2 Timeline

Activity	Dates and times
Paralympic Village pre-opening	15 August 2020 at 08:00
Track Cycling accommodation pre-opening	17 August 2020 at 08:00
Paralympic Village opening	18 August 2020 at 08:00
Track Cycling Accommodation opening	18 August 2020 at 08:00
Phase 1 check-in at Road Cycling accommodations	18 August 2020 (Opening time:TBD)
Checkout/transfer from Track Cycling accommodation to Road Cycling accommodations	30 August 2020 (Opening time:TBD)
Closing/transfer from Road Cycling accommodations to Paralympic Village	5 September 2020 (Closing time:TBD)
Paralympic Village closing	9 September 2020 at 18:00

Please see section 6.19.2 for more information regarding the Paralympic Cycling accommodations.

The opening and closing time of Cycling accommodations are subject to change, and updates will be shared at the Chefs de Mission Seminar.

6.3 Paralympic Village pre-opening

6.3.1 Access during Paralympic Village pre-opening

During the pre-opening of the Paralympic Village, NPC team officials that have completed their Delegation Registration Meeting (DRM) may stay in the Village in order to prepare for the arrival of their team in accordance with the below quota. However, Athletes and Guides can not access during this period. Limited services will be provided during this period, and the NPCs will pay for the operational cost of this pre-opening period. The cost of the pre-opening period will be communicated at the Chefs de Mission Seminar.

Paralympic Village and Accommodation	Delegation size	Number of pre-opening officials
Paralympic Village	1 – 149	Up to 10
	150 +	Up to 15

In addition to the 10-15 accredited team officials, NPCs may request up to 10-15 daily Guest Passes, which will allow access to the Paralympic Village between 09:00 and 21:00. NPCs will be able to request daily Guest Passes during the pre-opening period for only the Paralympic Village.

Guests may access the designated dining areas after having purchased a meal voucher at the NPC Services Centre.

6.3.2 Village allotment

During the DRMs, Tokyo 2020 will confirm the allotment of each NPC at the Paralympic Village, as well as bed entitlements at the Cycling accommodations and accommodation for Grooms'.

The athletes and team officials that are accredited to stay at the Cycling accommodations are also entitled to a bed at the Paralympic Village which will be allocated within the NPC's allotment.

6.4 Village check-in process

6.4.1 Team Processing Centre (TPC)

The Team Processing Centre (TPC, formerly known as the Welcome Centre) is a 24-hour facility and is the first-time arrival location for athletes and team officials residing in the Paralympic Village. The DRMs will take place at DRM rooms in the TPC.

Accessible toilets that meet accessibility guidelines will be available at the TPC.

Upon arrival at the Paralympic Village, all the baggage and sports equipment of all Village residents will be screened at the TPC. After the DRMs have been completed, athletes and team officials will be granted access to the Residential Zone. They will be transported by bus or will walk to the residential buildings.

The Village Accreditation Centre will be located inside the TPC.

Full accreditation services will be available at the Village Accreditation Centre from 18 August 2020. The operation time will be communicated in the Chefs de Mission Manual. Based upon arrival information from the Arrivals and Departures Information System (ADS), an on-call service will be available during the out-of-hours period.

It is recommended that NPCs arriving from the Pre-Games Training Camp input their arrival data in the ADS, to ensure the best arrival experience possible, and also that they arrive at the Paralympic Village during the Accreditation Centre opening hours, when there are sufficient staffs available to support their accreditation validation.

6.4.2 Check-in Inspection of Inventory

Following completion of the DRM, and prior to occupation of the NPC allotted spaces, Tokyo 2020 will provide the Chefs de Mission or finance proxy with an inventory of all the Furniture, Fixtures and Equipment (FF&E) assigned to each delegation. The inventory includes the check-in inspection sheet as well as the checklist of damages.

The Chefs de Mission or finance proxy and Tokyo 2020 will jointly conduct the Inspection of Inventory (I&I) for FF&E (free-issue as well as Rate Card items) that are provided in the NPC offices and medical spaces.

After this joint inspection, NPCs will have 24 hours to complete the I&I on their own, complete the check-in inspection sheets, and submit them to Tokyo 2020. The Chefs de Mission or finance proxy may ask Tokyo 2020 to attend this part of the I&I as witness, however, Tokyo 2020 will agree to attend only if it is deemed necessary. Please see the following breakdown of responsibilities between each NPC and Tokyo 2020:

Duties	Delegation	Tokyo 2020
Inspection of Inventory for FF&E and Rate Card items at office space, medical space, and workshop/storage	✓	✓
Inspection at office space, medical space, and workshop/storage	✓	
Inspection of Inventory for FF&E and Rate Card items at apartment units	✓	
Inspection at apartment units	✓	

After Tokyo 2020 has reviewed the check-in inspection sheet, the Chefs de Mission or finance proxy and Tokyo 2020 will jointly sign the sheet. The signed check-in inspection sheet will form the basis of the checkout I&I paperwork before departure from the Paralympic Village at the end of the Games.

Damages policy

Because Tokyo 2020 is renting the Paralympic Village facilities for the period of the Games, it is important for Tokyo 2020 to collect repair costs if there is damage in the NPCs allocated spaces. When assessing damages, Tokyo 2020 will take into consideration minor damage resulting from regular usage.

Nails, screws and drills must not be used to affix items to ceilings or floors, or to interior and external walls. Adhesives may be used to hang posters, schedules, banners, flags, pictures or other items, provided that they do not leave marks or stains. More details will be included in the Policies Concerning the Installation of Goods and the Decoration of National Flags etc. in the Paralympic Village, to be published in Q3 2019. These policies will include information about balcony decorations such as the hanging of national installations.

6.5 Paralympic Village accreditation

6.5.1 NPC Guest Passes

NPC Guest Passes will be issued at the Village Guest Pass Centre. Each NPC will be entitled to a fixed daily quota of Guest Passes, based on its delegation size.

NPCs will be able to request Guest Passes through the Guest Pass functionality of the Tokyo 2020 Games Management System (GMS). The GMS Guest Pass functionality allows NPCs to see their delegation requests. The system will not allow users to exceed their allotted quota.

It is recommended that NPCs input the personal information of the Guest Pass applicants in advance. Details will be shared with NPCs at a later date. Note that NPCs may submit their first Guest Pass request only after their DRM has been completed.

NPCs must fill out an online form for each guest by 18:00 on the day before the Guest Pass will be used to allow time for Tokyo 2020 to carry out the approval process for each guest. The Guest Pass System User Guide will be made available, and the applicable deadlines will be announced later.

Guest Passes will be issued between 09:00 and 20:00 at the Guest Pass Centre in the Village. NPC guests must leave a valid photo identification document in exchange for their Guest Pass and must return to the Guest Pass Centre to retrieve their identification before exiting the Paralympic Village.

As for usage of the Guest Pass, please note that:

- Guest Passes will provide access to the Paralympic Village Plaza. However, access to the Residential Zone will only be granted to guests if they are escorted at all times by an individual with 'R' on their PIAC.
- Guest Passes must be visible at all times during the visit.
- Guest Passes are not transferable between individuals and are valid only on the date of issue.
- Guest Passes will be valid for multiple entries into the Paralympic Village on the date of issue. However, guests cannot exit the Paralympic Village with the Guest Pass. Guests must return the Guest Passes and retrieve their identification documents before exiting the Paralympic Village.
- Guests can access the Paralympic Village after 09:00 and must leave by 21:00. If the guests do not leave the Paralympic Village by 21:00, the relevant NPCs will be notified.
- NPCs cannot request Guest Passes on the days of the Opening and Closing Ceremonies (25 August and 6 September 2020)
- The NPCs will be held responsible for the conduct of their guests while they are in the Paralympic Village.
- Media and broadcasters have to apply for a media Guest Pass and will be restricted from the residential zone.

6.6 Paralympic Village zones and access control points

Appropriate accreditation is required at all Paralympic Village access points, and a security check will be conducted.

There are four access points for residents in the Paralympic Village.

- Main Entry
- Team Processing Centre (TPC)
- Transport Mall
- NPC parking area next to the Multi-Function Complex (MFC)

Please see the Paralympic Village map in the Appendix. Note that there will be no access to the Paralympic Village from the sea, and there will be access control between the Village Plaza and the Residential Zone.

Delegates with 'R' on their PIAC will have access to the Residential Zone, in which there are residential buildings, dining and other facilities, and the Fitness Centre, Multi-faith Centre, Recreation Centre, Polyclinic and Transport Mall. The existing Fire Station, NPC Services Centre and Sports Information Centre are also located in the Residential Zone.

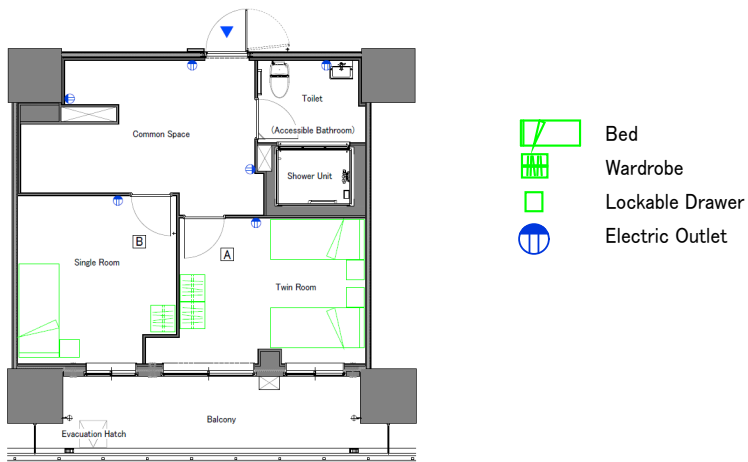
6.7 Paralympic Village residential facilities

Residential buildings

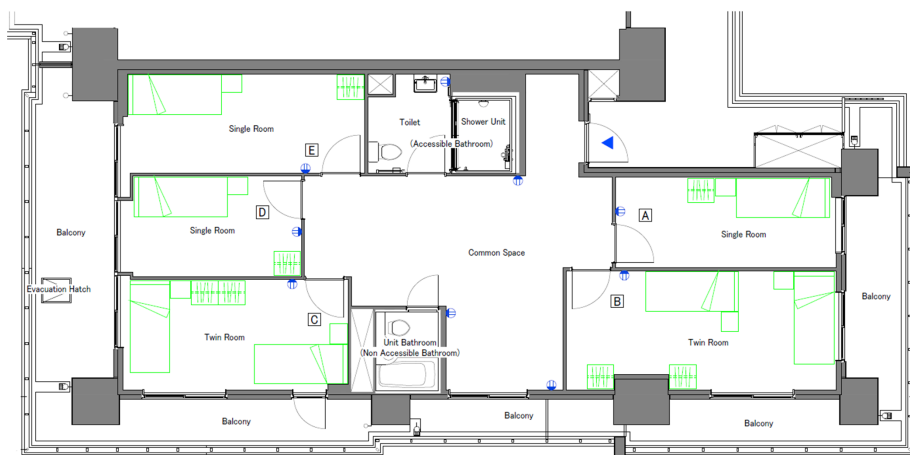
Athletes and team officials will stay in newly built permanent buildings with 14 to 18 floors each, which have been customized for Games use. For the Paralympic Games, up to the 10th floor of the residential buildings will be used. In an apartment unit with two to eight beds, there will be bedrooms, a common space (there are some units with combined bedroom and common space), and a certain number of bathrooms which depends upon the number of residents. One bathroom will be allocated for up to four residents.

Complimentary Wi-Fi service will be available in the residential buildings.

* Please note that in Japan, the ground floor is called the "1st floor".



Typical apartment unit with 3 beds (56m²)



Typical apartment unit with seven beds (111m²)

Electrical outlet sockets

Power in the Paralympic Village is supplied at a nominal voltage of 100V with 15A sockets. The sockets, as illustrated, will be used in all buildings and are compatible with 'Type A' plugs. Multi-region adaptors will not be provided to Village residents but will be available for purchase at nearby convenience stores.



Bathrooms

The following complimentary items will be provided in the bathrooms:

Complimentary items
Toilet cleaning tool
Sanitary box
Toilet paper rolls
Shower curtain
Bath mat

Accessible bathrooms will be equipped with a bath chair.

Bedrooms

The following complimentary items will be provided in the standard twin rooms for the athletes and team officials.

Complimentary items	Quantity
Beds with mattress (W90cm × L200cm × H50cm)	2*
Wardrobes(Hanger pipe : FL+120cm)	2
Clothes hangers	20
Drying racks	2
Lockable drawers	2
Nightstand lamps	2
Blackout curtains for windows	provided
Extension cords	2
Duvet	1 per bed
Sheets	2 per bed
Pillow	1 per bed
Pillowcase	1 per bed
Bath towel	1 per person
Hand towel	1 per person
Air conditioner with remote control	1 per room

* Tokyo 2020 will check the required number of bed extensions during the Chefs de Mission Seminar one-to-one meetings and Pre-DRMs. The final number of bed extensions will be confirmed during the DRMs.

Common space

The following complimentary items will be provided at common spaces:

Complimentary item	Quantity
Round table (900 mm diameter x 700 mm height)	1
Chairs	1 per bed
Rubbish bin	1
Air conditioner with remote control	1

6.8 NPC Office spaces, medical spaces, operational space/storage

NPCs will be offered office spaces, medical spaces and operational space as well as storage according to the size of the NPC delegation.

The spaces provided are located as follows:

- Office spaces and medical spaces: ground floor to 3rd floor
- Operational space and storage: basement to ground floor

The allocation of the spaces for office, medical, operational and storage use will be based on the following table. Because there is no NPC dedicated space and no complimentary items in the Cycling accommodations, all items will be provided at the Paralympic Village, according to the delegation size, including the ones at the Cycling accommodations (but excluding ATOs). The details will be confirmed during the DRMs.

Delegation Size	Office Space	Medical Space	Workshop/ Storage Space	Total
1 – 24*	TBC*	10m ²	n/a	37m ²
25 – 50	20m ²	18m ²	30m ²	68m ²
51 – 100	35m ²	48m ²	50m ²	133m ²
101 – 200	35m ²	60m ²	60m ²	155m ²
201 – 300	50m ²	72m ²	80m ²	202m ²
301 – 450	62m ²	84m ²	100m ²	246m ²
451+	77m ²	96m ²	125m ²	298m ²

* Each NPC of 1-24 delegation size category will be entitled to a working space (in a shared business centre or dedicated space) based on their final allocation.

Each space includes the following:

- Office space: Chefs de Mission office, NPC office, meeting room
- Medical space: medical station, massage room

Based on NPC delegation size, the following conditions will apply.

- Delegation size of up to 24 individuals: Chefs de Mission office will be included in the Chefs de Mission bedroom. Bookable meeting rooms are available.
- Delegation size between 25 to 50 individuals: bookable meeting rooms are available.

6.8.1 NPC Chefs de Mission bedrooms

Delegation Size	1-24	25-50	51-100	101-200	201-300	301-450	451+
Folding table – small	1	1	1	1	1	1	1
Stacking chair without arms	1	1	1	1	1	1	1
Refrigerator – small size	1	1	1	1	1	1	1
Rubbish bin	1	1	1	1	1	1	1
Lockable safe – medium	1	1	1	1	1	1	1
TV stand	1	1	1	1	1	1	1
19" Panasonic television with CATV service	1	1	1	1	1	1	1
Network telephone	1	1	1	1	1	1	1

6.8.2 NPC offices

Delegation Size	1-24*	25-50	51-100	101-200	201-300	301-450	451+-
Folding table – medium	2	2	2	2	2	4	4
Folding table – large	1	1	1	1	1	2	2
Stacking chair without arms	1	1	1	1	1	2	2
Folding chair	4	4	4	4	4	6	6
Electric kettle	1	1	1	1	1	2	2
Filing cabinet	0	1	1	1	1	2	2
Utility cabinet-full height	0	1	1	1	1	2	2
Coat stand	0	1	1	1	1	2	2
Clothes hangers	0	10	10	10	10	20	20
Desk lamp	2	2	2	2	2	4	4
Rubbish bin	1	1	1	1	1	2	2
TV stand	1	1	1	1	1	2	2
Cleaning tool	1	1	1	1	1	2	2
32" Panasonic television with CATV service	1	1	1	1	1	2	2
Network telephone	1	1	1	1	1	1	1
Black and white, A4, multi-function device	1	1	1	1	1	2	2
Laptop Computer with Internet access	1	2	2	2	2	4	4

* Final FF&E list for NPCs of the 1-24 delegation size category will be defined as based upon the NPC office allocation (dedicated or shared space).

6.8.3 NPC meeting rooms

Delegation Size	1-24	25-50	51-100	101-200	201-300	301-450	451+
Folding table – large	N/A	N/A	2	2	4	4	6
Folding chair	N/A	N/A	8	8	16	16	24
Coat stand	N/A	N/A	1	1	2	2	3
Clothes hangers	N/A	N/A	10	10	20	20	30
Dry erase board – freestanding	N/A	N/A	1	1	2	2	3
Rubbish bin	N/A	N/A	1	1	1	2	3

6.8.4 NPC medical spaces

Delegation Size	1-24	25-50	51-100	101-200	201-300	301-450	451+
Folding table – rectangular shape, small	1	1	2	3	3	4	4
Stools	1	1	2	3	3	4	4
Rubbish bin (medical waste)	1	2	4	5	7	7	9
Shelf – large	1	2	2	2	4	4	6
Refrigerator – small	1	1	1	1	1	1	1
Sharps bin	1	2	4	5	7	7	9
Trolley	1	2	4	5	6	7	8
Pillow	1	2	4	5	6	7	8
Blanket	1	2	4	5	6	7	8
Examination table	1	2	4	5	6	6	8
Partition – single width, potable	0	2	4	5	5	5	5
Ice box cooler	1	1	2	3	4	4	5
Folding chair	2	4	8	10	12	12	16
Examination light	1	1	2	3	3	4	4

* In addition, disposable cups and disposable covers will be provided.

6.9 Paralympic Village resident services

6.9.1 Resident Centre

There are four residential blocks in the Paralympic Village. There are five Resident Centres, at least one Resident Centre per residential block. Four Resident Centres operate 24 hours a day and one from 07:00 to 22:00.

In each Resident Centre, a front desk will assist with issues resolution related to accommodation services and will provide the following services to residents.

Service	Details
Requests related to accommodation-related	<ul style="list-style-type: none"> - Resident Centre staff will deal with housekeeping requests and maintenance issues. Requests and issues will both be logged and followed up by the relevant department. - Irons and ironing boards are available upon request.
Lost key/replacement key	<ul style="list-style-type: none"> - If a resident requires assistance to gain entry to their room due to lost keys or problems with door locks, Resident Centre staff will resolve the issue after authorisation has been received from the Chefs de Mission or proxy of that NPC. The issue will be documented and followed up by the relevant functional areas. - Replacement of a lost or damaged key will be charged to the account of the NPC.
Paralympic Village information services	Resident Centre staff will provide information about the services at the Paralympic Village.
Info	Info terminals will be available in Resident Centres.
Internet access	Internet access will be available at each Resident Centre.
Lost and found items	Residents can check 'lost and found' information at Resident Centres in order to register or claim lost items.
Lounge and meeting facilities	<ul style="list-style-type: none"> - The ground floor of all resident buildings, including Resident Centres, will have lounge facilities with televisions with Paralympic feed and CATV Channels - Complementary beverages will be available for residents in the lounge. - Meeting rooms in residential buildings can be booked.
Personal towel and linen exchange	<ul style="list-style-type: none"> - Residents will be able to make exchanges for clean towels and linen. - Residents will be able to pick up toilet papers rolls.

Residents can directly ask questions regarding technology services by telephone with the exception of Rate Card items.

The details about contact information for technology services will be described in the Chefs de Mission Manual.

Because the services regarding Rate Card and logistics will be provided at the NPC Services Centre FA desk, please see section 6.13 for more details.

6.9.2 Laundry, housekeeping and maintenance

Laundry

Laundry services will be available between 07:00 and 22:00 every day. Residents should use the personal laundry bags provided by Tokyo 2020 and drop them off at the laundry desk in each residential block. The hours of operation are:

- Laundry dropped off between 07:00 and 10:00 will be available for collection after 18:00 on the same day.
- Laundry dropped off after 10:00 will be available for collection the following day.
- Uncollected laundry bags will be kept in the laundry storage space. However, because space is limited, after a certain period of time the NPCs responsible will be contacted and asked to collect them immediately.

Laundry will be washed and dried but will not be ironed or folded. Irons and ironing boards for personal use will be available at the Resident Centre.

Housekeeping

Complimentary housekeeping services for the NPC accommodation and NPC offices will be provided according to the frequency shown below.

Frequency	Services
Every 2 days	<ul style="list-style-type: none">• Rubbish collection• Cleaning bathrooms (restocking toilet paper)• Exchanging towels (towels can be exchanged for clean towels at the Resident Centre when necessary)
Every 4 days	<ul style="list-style-type: none">• Linen exchange• Bed making• Vacuuming

Each resident will be provided with one pillow, one Tokyo 2020 Games-branded duvet, one hand towel and one bath towel.

After the Games, residents may take the duvet home with them, but must leave the pillow, linen and towels. Please note that the duvet will not be replaced if it is taken before the end of the Games.

There will be a 24-hour housekeeping presence within the Paralympic Village. However, rooms will be serviced on a fixed schedule between 08:30 and 16:00. Between 16:00 and 18:00, there will be an afternoon shift for those rooms that had a 'Do Not Disturb' sign displayed on their door.

There will be a housekeeping emergency service crew available between 18:00 and 08:30 and that service can be requested through the Resident Centre.

In cases where the 'Do Not Disturb' sign remains on the door during the changing cycle for linen and towels, no additional linen and towels will be provided until the next changing cycle.

Each Chef de Mission will receive a housekeeping towel and linen change schedule for its delegation. Outside of this schedule, residents may exchange their linen and towels free of charge at the Resident Centre and change bed linen at their convenience. When bed making by housekeeping is required, it should be requested through the Resident Centre.

The beds will not be made if residents leave any personal items or belongings on top of the bed. Beds are to be free of such items to permit bed making.

If a room or apartment is deemed to be too dirty to clean, or pose health and safety risks, these issues will be reported to the NPC.

Maintenance

A residential building facility management team will have a 24-hour presence in the Paralympic Village.

If there is a maintenance issue caused through the fault of or misuse by residents, the resident should report it to their Resident Centre front desk, where a work order number will be generated. When repairs or other intervention are needed after Tokyo 2020 assessment, Tokyo 2020 will contact the Chefs de Mission or finance proxy to discuss the repairs.

The NPC will be liable for the cost of repairs and other issues caused by the misuse of residents and the Chefs de Mission or finance proxy will need to sign for the damage costs. Payment should be made at the Finance Desk in the NPC Services Centre, either by using a VISA credit card or by cash (JPY only).

If a maintenance issue is the result of normal use, and was not intentionally caused by a resident, the NPC will not be held liable.

NPCs can track the status of the issue on the basis of the work order number at the Resident Centre front desk.

6.9.3 Ice

Ice machines will be located on the ground floor of each residential building for complimentary ice. As for cryotherapy at the Polyclinic, please see section 9.6.

6.9.4 Multi-Function Complex (MFC)

The Multi-Function Complex (MFC), a newly built permanent three-story building, hosts the Fitness Centre, Recreation Centre, Multi-faith Centre, casual dining, and Polyclinic. Inside the MFC, accessibility has been considered based on the Tokyo 2020 accessibility guidelines. Accessible toilets will be located on each floor.

6.9.5 Fitness Centre

The Fitness Centre is located on the 3rd floor of the MFC. The facility is open 24 hours a day except during cleaning or maintenance periods. There will be a significant selection of cardiovascular equipment, free weights and power racks. There will also be a conditioning space (Flexibility & Stretch) for stretching and for warming-up and cooling-down. Showers and saunas that are separated by gender will be available to the Paralympic Village residents.

6.9.6 Recreation Centre

The following areas located on the 2nd floor of the MFC will be available to the Paralympic Village residents for relaxation and recreation:

- Drinks area and TV lounge

The Drinks area and TV lounge will be an area where athletes can gather, socialise and relax. Athletes are free to drink and watch TV.

- Electronic games room

Arcade and video games are available in the electronic games room which is open between 10:00 and 24:00. Other recreational facilities will be communicated at a later date.

6.9.7 Multi-faith Centre

Tokyo 2020 will provide a Multi-faith Centre for worship and meditation on the 3rd floor of the MFC. There will be spaces for individuals from various religious backgrounds. Operational hours will be notified at a later date.

6.10 Paralympic Village food and beverage services

6.10.1 Main Dining Hall

The Main Dining Hall is located in the Village Residential Zone, adjacent to the Transport Mall. The Main Dining Hall will be open 24 hours a day during the Paralympic Village opening period from 18 August until 6 September 2020. Although there may be instances where part of the food corner is reduced in off-peak hours, menus in all of the categories will be available.

The menus will offer a wide range of meal choices, accommodating the diverse requirements linked to cultures and religions. To meet nutritional needs, menus are developed in consultation with a catering company and sports nutritionists. The menu will be rotated every eight days.

At the entrance to the Main Dining Hall, there will be a booth for the IPC Athletes' Commission voting corner and a space for the outreach programme of the World Anti-Doping Agency (WADA).

Nutritional Information and Pictograms

Menus will be available in English, French and Japanese. Calorific values and nutrients will be shown in English. They will be displayed using pictograms showing foods containing the following ingredients: eggs, milk, wheat, buckwheat, peanuts, shrimp, crab, crustacean (other than shrimp or crab), grains that include gluten, fish, pork, chicken, beef, lamb, soy beans, nuts, and sulphite (more than 10 mg / kg).

Sports nutritionists and registered dietitians that speak Japanese and English will be available at the Nutritional Help Desks inside the Main Dining Hall to give dietary advice and provide additional information regarding the nutritional breakdown of the foods offered.

Access control

Only individuals with knife and fork dining privileges indicated on their PIAC or individuals with a meal voucher will be allowed access to the Main Dining Hall.

Before entering the hall, all large and medium sized bags and equipment must be placed in a supervised baggage check area located next to the entrance. This is necessary to reduce potential trip hazards or injury and to provide enough space for athletes at all times. Athletes will be allowed to bring a small bag inside.

In compliance with food safety rules, bringing in or taking out any food or drinks from the Main Dining Hall is prohibited. However, taking out one whole fruit, one packaged drink (excluding dairy products), and handheld packaged snacks is permitted.

6.10.2 Alternative dining options

In addition to the Main Dining Hall, several food services will be offered. Individuals with knife and fork dining privileges indicated may use the following services. Meal vouchers will not be accepted for these services.

Casual dining

A more relaxing dining space for Village residents, serving mainly Japanese food and other types of foods that use ingredients from local Japanese areas. This space will be a place where athletes can enjoy Japanese cuisine and culture. For breakfast, light and easy-to-eat food will also be offered (in addition to Japanese food).

Facility	Location	Hours of operation
Casual dining	Multi-function Complex (2nd floor)	Daily 06:00 – 21:00

Grab-and-Go Stations

Grab-and-Go will serve packaged bread, muffins, yoghurt, cereal bars, whole fruits, drinks, etc.

Facility	Place	Hours of operation
Grab-and-Go	About four stations in Residential Zone	Daily 07:00 - 14:00

Coca-Cola products

Coca-Cola products, including water, will be available from vending machines throughout the Paralympic Village.

6.10.3 Village Plaza Café

The Village Plaza Café is located in the Village Plaza and will offer a coffee-shop style of service, open from 09:00 to 21:00.

Residents with knife and fork dining privileges may have some cold drinks free of charge, but some of the drinks and snacks require payment. In the Village Plaza, Guest Pass holders can purchase food and drink on a user-pay basis. The café will accept payment by VISA credit card or by cash (JPY only).

6.10.4 Bookable catering services

NPCs wanting to arrange catering for hospitality events or meetings in the Paralympic Village may make a request at the Catering Desk in the NPC Services Centre. Catering orders must be made at least 24 hours in advance. This service is provided on a user-pay basis and payment must be made by VISA

credit card or by cash (JPY only) upon making a reservation. Further details on available hours and locations, as well as the available menu, will be provided on Tokyo 2020 Connect.

Athlete Venue Meals (AVMs)

AVMs will be available for athletes and team officials that are away from the Paralympic Village for more than four hours for competition or official training.

AVMs must be ordered from the Sport Information Centre (SIC) in the Paralympic Village and will be available from 18 August until 6 September 2020. They will be prepared in the Athletes' Lounge in competition venues.

AVMs will include items such as a sandwich, salad, piece of fruit, dessert, and yoghurt. A vegetarian option will also be available, but it should be requested when the order is placed. Hot meals in a buffet style will be provided at some competition venues.

Details will be communicated after November 2019 on Tokyo 2020 Connect.

6.10.5 Athletes and team officials - dining privileges

Athletes (Aa), Chefs de Mission (Ac), primary team officials (Ao) and NPC Presidents and Secretaries General have unlimited access to all Paralympic Village dining services.

Additional Team Officials (Ao), Alternate athletes (Ap), Paralympic Attachés (Ac), Village administration personnels (NPC), and accompanying guests of NPC Presidents and Secretaries General (NPC**) may purchase knife and fork dining privileges which can be added to their Pre-Valid Card (PVC)/PIAC. The prices of and locations to purchase these dining privileges will be provided on Tokyo 2020 Connect.

All other guests (NPC**) must purchase meal vouchers at the Main Dining Hall.

6.10.6 Guests

An accompanied guest will be able to dine in the Main Dining Hall in exchange for a single meal voucher.

Meal voucher

A meal voucher can be used only at the Main Dining Hall. Payment can be made in only by VISA credit card or by cash (JPY only). The price and the locations to purchase meal vouchers, as well as the process of refund for unused meal vouchers' and their expiry deadline will be provided on Tokyo 2020 Connect by December 2019. Meal vouchers that were purchased during the Olympic Games cannot be used during the Paralympic Games.

6.11 Paralympic Village Transport Services

6.11.1 Transport Mall

The Transport Mall is located between the Main Dining Hall and the Multi-Function Complex. The TA bus will be available from 18 August 2020 for athletes and team officials and will go from the Transport Mall to all competition venues and training venues.

6.11.2 Internal Village Transport Service (IVTS)

The IVTS will connect the main points of the Residential Zone in the Paralympic Village including the Transport Mall and Main Dining Hall.

Information regarding operation will be communicated in the Chefs de Mission Manual.

6.11.3 Inter-Village Connection Service (IVCS)

The IVCS will operate daily between the Paralympic Village and Cycling accommodation. Please see section 9.1.

6.11.4 Parking

NPC parking will be located within and around the Paralympic Village. NPC dedicated vehicles will be equipped with Vehicle Access and/or Parking Permits (VAPPs) that permit NPC dedicated vehicles to park at designated parking spots in the Paralympic Village. The locations and the capacity of NPC dedicated vehicles' parking will be announced on Tokyo 2020 Connect.

6.11.5 Private Vehicle drop-off points

Private vehicles are not permitted to park in the Paralympic Village due to the limited number of parking spaces. Drop-off points will be announced later on Tokyo 2020 Connect.

6.12 Paralympic Village medical services

The Polyclinic will be located on the ground floor at MFC in the Paralympic Village, and necessary medical services will be provided to athletes and NPC teams officials. Please see section 9.6.

6.13 NPC Services Centre

The NPC Services Centre, located in the Residential Zone of the Paralympic Village, will centralise and facilitate communication and services between Tokyo 2020 and NPCs. Trained staff will be available to offer information and coordinate issue resolution. Other functional areas of Tokyo 2020 will also provide technical information to NPCs.

The NPC Services Centre will also accommodate the NPC Relations and NPC Assistant Programme offices.

There will also be a bookable meeting room (approximately 500 m²) on the 4th floor of the NPC Services Centre.

Phase	Period of operation	Hours of operation
Paralympic Village pre-opening	15 – 17 August 2020	08:00 – 20:00
Paralympic Village opening	18 August – 8 September 2020	07:00 – 22:00
Paralympic Village closes	9 September 2020	07:00 – 18:00

For out-of-hours emergencies (22:00 - 07:00), NPCs can contact the night duty phone numbers to be confirmed in the Chefs de Mission Manual or at the first Chefs de Mission Meeting.

There will be an NPC Services Desk in the Track Cycling accommodation and the Road Cycling accommodations (at Fuji Lake Hotel only). The hours of operation will be provided in the Chefs de Mission Manual.

Functional Areas Desks in NPC Services Centre

The following desks will be located in the NPC Services Centre and will be open during the NPC Services Centre opening times as specified below:

Desk	Services
Front desk	<ul style="list-style-type: none"> • Providing general information • Distribution of mail and items • Reservation of bookable meeting rooms • Distribution of diplomas for the first to eighth places and medal boxes for the first to third places • Ceremony marching pass distribution • Distribution of complimentary tickets for Different Discipline Athletes • General assistance and issue resolution
Arrivals and Departures	<ul style="list-style-type: none"> • General assistance for arrivals and departures (Lost, delayed or damaged baggage assistance) • Planning and coordination for off airport processing (Harumi Check-in, HCI) • Updating the information on the Arrivals and Departures System (ADS) and relevant support
Catering desk	<ul style="list-style-type: none"> • Selling meal vouchers • Reservations for catering of meetings in the Paralympic Village • Consultation for food and beverages
Finance	<ul style="list-style-type: none"> • Consultation and resolution for finance
Logistics	<ul style="list-style-type: none"> • Providing information and assistance for customs • Logistical services for NPC freight in the Paralympic Village • Reception for inter-venue transfer of specific sports equipment
Rate Card	<ul style="list-style-type: none"> • New ordering and payment for Rate Card during Games-time • Repair and exchange for Rate Card items • Check-in and checkout of Rate Card items • Handover of portable Rate Card items • Consultation and resolution
Transport	<ul style="list-style-type: none"> • NPC dedicated vehicle support • T3 bookings • TA schedule and service information • Public transport information • Public transport card issue and assistance for lost cards • Arrivals and Departures transport services information • Opening and Closing Ceremony transport services information • Information and support for Inter-city travel • Assistance with other transport issues and enquiries
Technology (from the pre-opening until the Opening Ceremony day)	<ul style="list-style-type: none"> • Consultation and resolution for technical equipment

IPC NPC Relations Office

The IPC NPC Relations department will have an office and meeting room in the NPC Services Centre. IPC staff will be available to assist NPCs with a range of enquiries.

6.14 NPC Assistants

Tokyo 2020 will assign a team of volunteers to provide administrative, operational, and language support to each NPC.

NPC Assistants will not be allowed to drive NPC vehicles, including those ordered via Rate Card (see the section 9.1 for information about NPC drivers).

NPC Assistants quota

NPC Assistants will be assigned to each delegation according to its delegation size (Aa, Ac, primary Ao) as shown in the table below.

NPC Assistants will also be based at the Cycling accommodations. In this case, pooled NPC Assistants are basically assigned to each NPC on request basis.

Paralympic Village Delegation size	No. of NPC Assistants	
	Standard	Maximum
1 – 10	3 (1)*	3 (1)
11 – 50		4 (2)
51 – 100	4 (2)	6 (2)
101 – 150	5 (2)	7 (3)
151 – 200	6 (2)	8 (3)
201 – 250	7 (3)	9 (3)
251 – 300	8 (3)	10 (4)
301 – 350	9 (3)	11 (4)
351 or more	10 (4)	12 (4)

*Number in parentheses () refer to the maximum number of NPC Own Assistants.

Tokyo 2020 will allocate the standard number of NPC Assistants based on the delegation size unless there is a specific request from NPCs. However, NPCs are able to request the maximum number of Assistants as shown in the above table.

NPCs are able to bring their Own Assistants who will support the delegation during the Games similar in past Games. The numbers in parentheses in the table above indicate the maximum number of the NPCs Own Assistants included in the total number of NPC Assistants in each NPC. The details are described in the section on NPC Own Assistants.

Roles

The main roles of NPC Assistants are as follows:

- Support of delegation arrivals and departures;
- Support of Villages check-in and checkout;
- Support of the athletes transfer to the Team Welcome Ceremony;

- Support of athlete transfer to the Opening and Closing Ceremonies;
- Administrative support in NPC offices;
- Language support for NPC; and
- Other relevant support requested by NPCs.

Each NPC will determine the specific responsibilities and duties of NPC Assistants in accordance with policies and procedures outlined by Tokyo 2020.

Please note that all NPC Assistants, including NPC Own Assistants, are not allowed to drive any types of vehicles, including NPC dedicated vehicles and Rate Card vehicles.

Training

NPC Assistants will speak Japanese and/or English as well as other languages and are 18 years of age or older by 1 April 2020. NPC Assistants are accepted based on the applicant's request, the language expertise, knowledge of local information and availability during the Games. The NPC Assistants will attend extensive training programmes.

The training programme will consist of an overview of the Paralympic movement, NPC structure and operations during the Games, Tokyo 2020 policies and procedures and operations including competitions, transport, venues and Paralympic Village and Cycling Accommodations.

Assignment of NPC Assistants to a delegation

By June 2020, Tokyo 2020 will provide each NPC with information about its assigned assistants. NPC Assistants will be available to each NPC after completing the DRM, from the delegation's arrival (including the Paralympic Village pre-opening period) until their departure.

Management of NPC Assistants

NPC Assistants shifts have to be scheduled and submitted to Tokyo 2020, by the NPC Chefs de Mission or proxy.

NPC Assistants shifts will be less than eight hours per day (including break time) between 07:00 and 23:00 and they are not allowed to work more than five consecutive days. NPCs will be asked to remember that NPC Assistants are volunteering their time to support the delegation and the Games and their shifts should be scheduled accordingly.

Tokyo 2020 will provide meals for NPC Assistants at workforce dining facilities in the Paralympic Village, Cycling accommodations and competition venues.

Each NPC is responsible for providing meals for NPC Assistants at their own cost when NPC Assistants work outside of the Paralympic Village, Cycling Accommodations or competition venues.

NPC Assistants are allowed to access to the Village Main Dining Hall, when accompanied by accredited NPC representatives.

NPC Assistants will have access to general open areas and workforce rest areas in all competition venues as well as training venues. However, NPC Assistants are not allowed to enter the fields of play, spectator stands or Paralympic Family Lounge. Work and rest areas will be provided for NPC Assistants at NPC Services Centre in the Paralympic Village and Cycling accommodations.

Mobile phones for NPC Assistants

NPC Assistants Programme will provide mobile phones to NPC Assistants. NPC Assistants can use the mobile phones when they communicate with NPCs, and to access the Internet. With mobile phones above mentioned, domestic calls are free of charge (except when receiving collect calls), but a pre-paid card must be purchased to make international calls. When the NPC asks NPC Assistants to make international calls, the pre-paid card should be purchased at the Rate Card desk in NPC Services Centre.

NPC Own Assistants

Tokyo 2020 allows NPCs to nominate their own assistants to be part of their team of NPC Assistants.

Each NPC can register up to four of their own NPC Assistants, depending on delegation size. NPC Own Assistants are part of the overall quota of assistants and will not be counted as an additional group.

There is no specific requirement such as nationality or residence for NPC Own Assistants, however, they need to speak at least either Japanese or English.

Tokyo 2020 will not pay any costs to NPC Own Assistants for transport to the Paralympic city or accommodation fee likewise Tokyo 2020 NPC Assistants and other volunteers.

Tokyo 2020 volunteer policies apply to the activities of Own Assistants;

- Shifts will be less than eight hours per day (including break time) between 07:00 and 23:00 and they are not allowed to work more than five consecutive days.
- Must wear uniform provided by Tokyo 2020.
- Will not be able to march in Ceremonies.
- Must undergo relevant volunteer trainings.

If NPC wishes to have NPC Own Assistants, NPC must inform Tokyo 2020 of the number of Own Assistants, including their names, if known, by 21 September 2019. When the number of the allocated quota of NPC Own Assistants decreases after DRM, already registered Own Assistants needs to be adjusted.

NPC Own Assistants are required to register as Tokyo 2020 Games Volunteer at (<https://volunteer.tokyo2020.org/auth-server/signin>) between 1 June and 21 September 2019, adding the NPC Own Assistant code NCS092603.

6.15 Chefs de Mission Meetings

The Chefs de Mission meetings will be held at the Chefs de Mission Hall on the 2nd floor of the NPC Services Centre in order to provide operational information during the Games.

The first meeting will be held during the pre-opening period. The schedule will be announced in the Chefs de Mission Manual.

The frequency of the Chefs de Mission meetings will depend on the needs of conveying information or

problem solving/quick resolution of issues. The date of the next meeting will be announced at the end of each meeting.

Senior representatives from Tokyo 2020, such as Executive Directors, Senior Directors, or Directors and IPC representatives are planning to attend the Chefs de Mission Meetings. Attendance is limited to two representatives per NPC. Simultaneous interpretation will be provided in English, French, Spanish and Japanese.

After each meeting, Tokyo 2020 will prepare meeting reports in English within the day of each meeting to be distributed to all NPCs by email as well as on Tokyo 2020 Connect.

There will be no Chefs de Mission meetings at Cycling accommodations.

6.16 Paralympic Village sports services

Sport-related services in the Paralympic Village are centred on the Sport Information Centre (SIC) but will also include support for weigh-ins and medicals, and specific services for Judo.

6.16.1 Sport Information Centre

The SIC, located in the same building as the NPC Services Centre, pre-opens on 15 August 2020, before officially opening from 18 August to 9 September 2020. Hours of operation will be 07:00 – 22:00.

The SIC will provide the following sport-specific information:

- General competition related information and sport-related communications from Tokyo 2020 competition management teams and IFs;
- Results, draws, start lists, daily training schedules and other key information;
- Booking of Games-time training slots and allocation of training sessions at competition venues for selected sports;
- Transport information and scheduling of team sport buses;
- Athlete Venue Meal (AVM) bookings;
- These same services and information (except AVM bookings) will also be available at competition venue Sport Information Desks (SID). See section 6.10.4.

Please note, that athletes are not permitted to enter the SIC. To ensure the best possible level of service, only properly accredited NPC team officials will be allowed into SIC spaces.

6.16.2 Weigh-ins and medicals

See section 8.5 regarding weigh-in procedures and guidelines for Judo, which are held at the Paralympic Village.

6.16.3 Judo services

Specific information regarding the sewing rooms in the Paralympic Village for Judo will be provided in the Chefs de Mission Manual. For Tokyo 2020, the Taekwondo uniform printing room will be located at the competition venue.

6.16.4 Repair services

Ottobock will be the official provider for wheelchair, orthotic and prosthetic repair services for athletes, NPC Team Officials, IF Games Officials and members of the Paralympic Family, during the Tokyo 2020 Paralympic Games. Repairs will be conducted free of charge for damage to wheelchairs, orthotics or prostheses.

Repair services will be available at the Village Plaza in the Paralympic Village (main workshop) and at competition venues (satellite workshops). A mobile unit will be available when necessary.

The main workshop will be available from Tuesday 18 August to Wednesday 9 September 2020. The regular operating hours of the repair service will be from 08:00 to 23:00, however an emergency phone number will also be available for repairs needed outside of these hours. This phone number will be communicated to NPCs in the Chefs de Mission Manual. For information regarding repair services at competition venues, see section 8.5.11.

An on-demand repair service mobile unit will be available to attend peak shifts, the Paralympic Family Hotel, and other situations where repairs cannot be conducted at the Paralympic Village or competition venue.

6.17 Village Plaza

The Village Plaza, located next to the Village Main Entry, is designed as a communication hub for athletes, competition partners, team officials, guests, and the media. The Village Plaza comprises several retail services.

The Village Plaza will be built in a sustainable way, using locally sourced timbers. After the Games, the timber will be reused in local government facilities.

The Village Plaza is a one-story temporary building where accessible toilets will be installed based on the Tokyo 2020 accessibility guidelines.

6.17.1 Retail and other services

The retail shops and services within the Village Plaza will be open from 18 August to 10 September 2020, with daily hours of operation from 09:00 to 21:00.

Retail services will be provided in the Village Plaza for the convenience of the residents and guests of the Paralympic Village. Most services provided will be on a user-pay basis and payments should be made by VISA credit cards or in cash (JPY only).

The retail outlets located within the Village Plaza are bank, courier services, postal services, photo shop, ticket box, café, and medical station.

Details of the Village Plaza retail services will be confirmed in the Chefs de Mission Manual.

6.17.2 NPC Guest Pass Centre

The NPC Guest Pass Centre will be located in the Main Entry where guest passes for dignitaries and NPC guest passes will be issued. It will be open everyday between 09:00 and 21:00 except on the days of the Opening Ceremony and Closing Ceremony.

For more details, please see section 6.5.

6.17.3 Media Centre

The Media Centre will be located adjacent to the Village Plaza. Please see section 9.10.

6.17.4 Protocol Office

The Protocol Office will be located adjacent to the Village Plaza.

Information related to the Protocol Lounge and other related services will be provided in the Chefs de Mission Manual.

6.18 Paralympic Village policies and services

6.18.1 Security

Please see section 9.3 for more details.

6.18.2 Emergency services

The Paralympic Village will have a Village Security Command Centre (VSCC) to centralise and manage emergency information to ensure the safety of lives and to respond to any incidents immediately. Security staff will also be stationed in the Paralympic Village in case an emergency does occur.

For any incidents including fire and natural disaster, a minimum of two trained safety personnel will be stationed within each residential building, 24 hours a day. The fire station located in the Paralympic Village will also respond to emergency requests from the Village Security Command Centre.

Tokyo 2020 will conduct functionality checks during Games-time to ensure that emergency equipment, evacuation routes, and staff are compliant with the requirements and duties. When necessary, Tokyo 2020 may access the residential buildings and NPC spaces for these checks.

The evacuation plan for the Paralympic Village will be announced to NPCs through Tokyo 2020 Connect by December 2019.

6.18.3 Lost and found

All found items and report of lost items should be delivered/reported to the Resident Centre, Village Plaza or TPC. A 'lost and found' item can be searched by the staff in any of the above three facilities. An accreditation or identity document will be needed to claim lost and found items.

6.18.4 Installation of Goods and Decoration of National Flags etc, in Paralympic Village

In order to ensure the safety of all Paralympic Village residents, NPCs must comply with the prohibited items policy, which is based on Japanese laws and regulations as well as other standards set by Tokyo 2020. For example, when using goods in a shared space such as a corridor or a balcony, NPCs must not encroach upon other NPC spaces or block access to areas required for fire protection equipment and evacuation routes.

According to the Policies Concerning the Installation of Goods and the Decoration of National Flags etc. in the Paralympic Village, NPCs must apply to Tokyo 2020 for approval. If the item is not compliant with the policies or if it differs from the submitted application, NPCs must follow Tokyo 2020 instructions and modify or stop the installation. More detail will be announced at the Chefs de Mission Seminar.

NPCs are responsible for accidents and damage caused by the installation and removal of such items and decorations (e.g. national installations). Tokyo 2020 bears no responsibility for accidents or damage.

6.18.5 Non-smoking and alcohol policy

Smoking is strictly forbidden in all buildings in the Paralympic Village. A limited number of clearly marked outdoor smoking areas will be available.

NPCs will be charged a significant fee, for fumigation and redecoration, if the non-smoking policy is not followed in their allocated spaces.

Alcohol will not be sold to individuals in the Paralympic Village and the consumption of alcohol is restricted to private spaces.

6.18.6 Golf carts, electric and regular bicycles

The outline and information about the use of golf carts, electric and regular bicycles in the Paralympic Village will be announced at the Chefs de Mission Seminar.

6.18.7 NPC container policy

There will be limited spaces for NPC containers in the Paralympic Village, therefore NPCs will have a limited allocation based on their overall requirements. This will be discussed with each NPC during the Chefs de Mission Seminar one-to-one meeting.

6.18.8 ATO accommodation

Tokyo 2020 will provide ATO accommodation at the Paralympic Village for eligible ATOs within their NPC allotment.

ATO accommodation must be booked for the entire Paralympic period, i.e., from 18 August through 9 September 2020 inclusive.

NPCs will pay for the operational cost. The cost will be communicated at the Chefs de Mission Seminar.

6.19 Cycling accommodations

The Track Cycling accommodation is located at Izu City in Shizuoka Prefecture, about 20 km from the track cycling competition venue and 160 km from the Paralympic Village. All athletes qualified in the Cycling Track competition, their “Ab” competition partners and “Ao” primary team officials will stay at the Track Cycling accommodation.

The Track Cycling accommodation uses an existing resort hotel (Laforet Resort Shuzenji) which is surrounded by forests: Mt. Fuji can be seen from the premises and it is an ideal environment for athletes to relax in, because there are natural hot springs.

The Road Cycling accommodations are located near Lake Kawaguchi in Yamanashi prefecture, about 24 km from the Road Cycling competition venue and 120 km from the Paralympic Village. All athletes qualified in the Road Cycling competition, their “Ab” competition partners and “Ao” primary team officials will stay at the Road Cycling accommodations.

For NPCs with athletes competing in both Road and Track Cycling, teams may initially be accommodated at the Track Cycling accommodation, and later move to the Road Cycling accommodation. Alternatively, Road and Track Cycling teams may go to their respective accommodation site and from there move to their NPC allotment in the Paralympic Village.

6.19.1 Schedule

Track Cycling accommodation	
Track Cycling accommodation pre-opening	17 August 2020 at 08:00
Track Cycling accommodation opening	18 August 2020 at 08:00
Closing/transfer to Road Cycling accommodations	30 August 2020 at 18:00
Road Cycling accommodations	
Fuji Lake Hotel	18 August 2020 (opening time : TBD)
Fuji View Hotel, Highland Resort Hotel & Spa	30 August 2020 (opening time : TBD)
Closing/transfer to Paralympic Village	5 September 2020 (closing time : TBD)

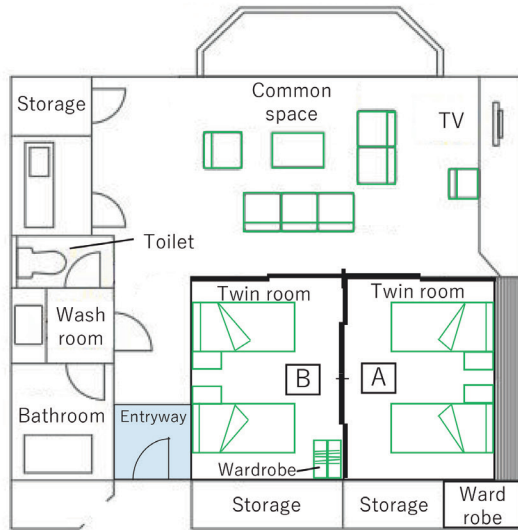
* Subject to change, updates will be shared at the Chefs de Mission Seminar

During the pre-opening of Track Cycling accommodation, NPC team officials that have completed their Delegation Registration Meeting (DRM) may stay at the Track Cycling accommodation in order to prepare for the arrival of their team. Up to four officials can stay at the Track Cycling accommodation during pre-opening.

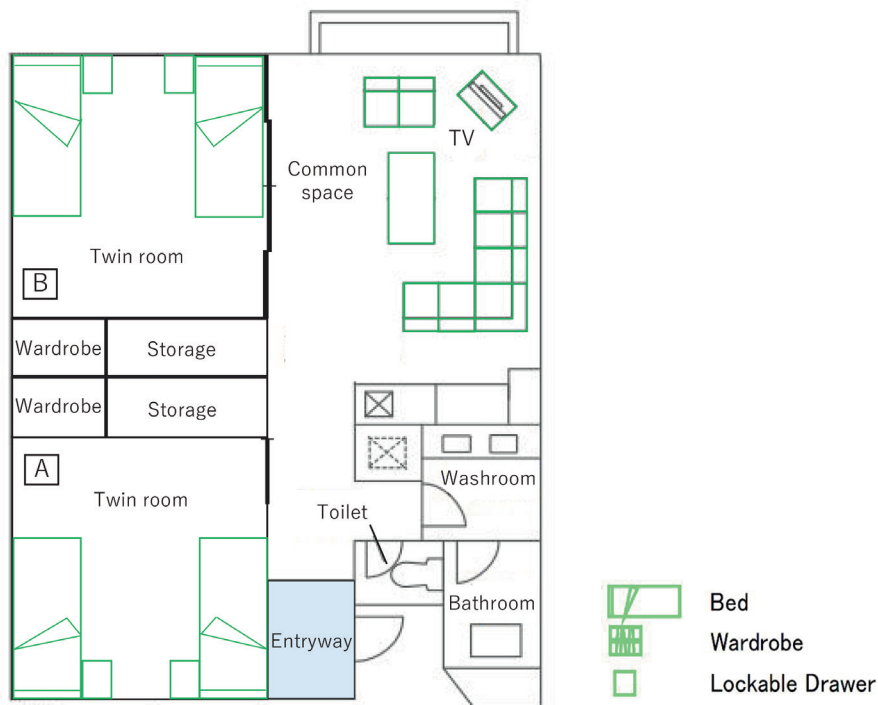
The Cycling accommodations will not have Guest Passes.

6.19.2 Residential facilities

Track Cycling accommodation



Typical room with four beds (Centre House: 69 m²)



Typical room with four beds (cottage: 96m²)

Rooms for two or four people will be provided between the Centre House and cottages. It is mandatory to take off shoes when entering the rooms. Some bedrooms are Japanese style, but Western style beds will be provided. Some of the pre-installed equipments can be used and complimentary Wi-Fi will be available in each room.

The power supply voltage is single phase 100 V, and the allowable current per outlet (two outlets) is 20 A. The outlet shown below will be in all buildings and 'type A' plugs can be used.



A typical twin bedroom is as follows:

Room fixture	For 2 occupants
Bed with mattress	2
Wardrobe	1
Hangers	20
Laundry rack	1
Night table with lockable drawers	2
Nightstand light	2
Extension cord	2
Air conditioning	1

* The power outlets are the same specifications as at the Paralympic Village.

The following fixture will be available in the common space.

Social space, lounge	Quantity
Tables	1
Sofa	1
TV (no Paralympic broadcast)	1
Room phone	1
Refrigerator	1

Office and medical space for NPCs

Dedicated NPC office and medical space is not available at the Track Cycling Accommodation.

Other services

The following services will be provided in the Track Cycling accommodation:

- Dining Hall
- NPC Services Desk
- Transport Desk
- Resident Desk
- Medical Office
- Fitness Centre
- Bookable meeting rooms
- Multi-faith room
- Recreation Centre

Laundry service

Complimentary laundry service is available in the Track Cycling accommodation.

Food services

The Dining Hall is located inside the Track Cycling accommodation. Meals include breakfast, lunch and dinner. More details on hours of operation will be provided later.

Transport services between competition venues and Road Cycling accommodations

The pick-up and drop-off point for transport services is located near the entrance of the residential buildings, in front of the Sympathique Hall.

Transport services to the cycling competition venues (Izu Velodrome) will be provided according to training and competition schedules.

Transport service between Paralympic Village and Cycling accommodations

Transport services will be provided from the Paralympic Village to the Track Cycling accommodation, and from the Track Cycling accommodation to the Road Cycling accommodations.

Intra Track Cycling accommodation transport

Transport will be provided within the Track Cycling accommodation due to the long walking distance.

Medical services

The Medical Office will be open from 18 to 30 August 2020 and will provide primary care and physical therapy services.

NPC Services Desk

The NPC Services Desk will be set up in a convenient location in the Track Cycling accommodation. Most services are the same as those provided in the Paralympic Village (see section 6.13). The hours of operation will be confirmed in the Chefs de Mission Manual. However, some technical assistance and services are only available through the NPC Services Centre of the Paralympic Village.

Chefs de Mission meetings

Chefs de Mission meetings will not take place at the Track Cycling accommodation and a video link-up will not be provided. Meeting reports from the Chefs de Mission meetings in the Paralympic Village will be shared with all NPCs.

Bookable meeting rooms

There are two bookable meeting rooms that NPCs can book at the Resident Centre.

Recreation Centre

The Track Cycling accommodation residents will be able to enjoy various recreational activities. More details will be provided at a later date.

The Fitness Centre will be tailored to meet the needs of the Cycling Track athletes.

Road Cycling accommodations (Lake Kawaguchi)

In the Road Cycling accommodations, there are existing resort hotels (Fuji Lake Hotel, Fuji View Hotel, Highland Resort Hotel & Spa) surrounded by a lush and quiet environment known as Mt. Fuji and Lake Kawaguchi. From the hotel, you can see Mt. Fuji and Lake Kawaguchi and it is also easy to access the amusement park, making it an ideal environment for athletes to relax.

Each hotel is located about 10 to 15 minutes away by car and is in a mutually accessible location.

Hotels	Address
Fuji Lake Hotel	1 Funatsu Fujikawaguchiko-machi Minamitsuru-gun, Yamanashi-ken 401-0301
Fuji View Hotel	511 Katsuyama Fujikawaguchiko-machi, Minamitsuru-gun, Yamanashi-ken 401-0310
Highland Resort Hotel & Spa	5-6-1 Shinnishihara Fujiyoshida-shi, Yamanashi-ken 403-0017

Office and medical space for NPCs

Dedicated NPC office and medical space is not available at the Road Cycling accommodations.

Other services

The following services will be provided in the Road Cycling accommodations:

- Dining Hall
- NPC Services Desk (only Fuji Lake Hotel)
- Transport Desk
- Resident Desk
- Medical Office (only Fuji Lake Hotel)
- Fitness space
- Bookable meeting rooms
- Recreation space

Laundry service

Complimentary laundry service is available in the Road Cycling accommodations.

Food services

The Dining Hall is located inside the Road Cycling accommodations. Meals include breakfast, lunch and dinner. More details on hours of operation will be provided later.

Transport services between competition venues and Road Cycling accommodations.

The pick-up and drop-off point for transport services is located near the entrances of the hotels.

Transport services to the Cycling competition venues (Fuji International Speedway) will be provided according to training and competition schedules.

Transport service between Paralympic Village and Cycling accommodations

There will be transport services provided from the Paralympic Village to the Road Cycling accommodation and from the Track Cycling accommodation to the Road Cycling accommodation. There will also be transport services provided between the three Road Cycling accommodations.

Medical services

The Medical room will be located at Fuji Lake Hotel and medical services will be provided from 18 Aug 2020 to 5 Sep 2020.

NPC Services Desk

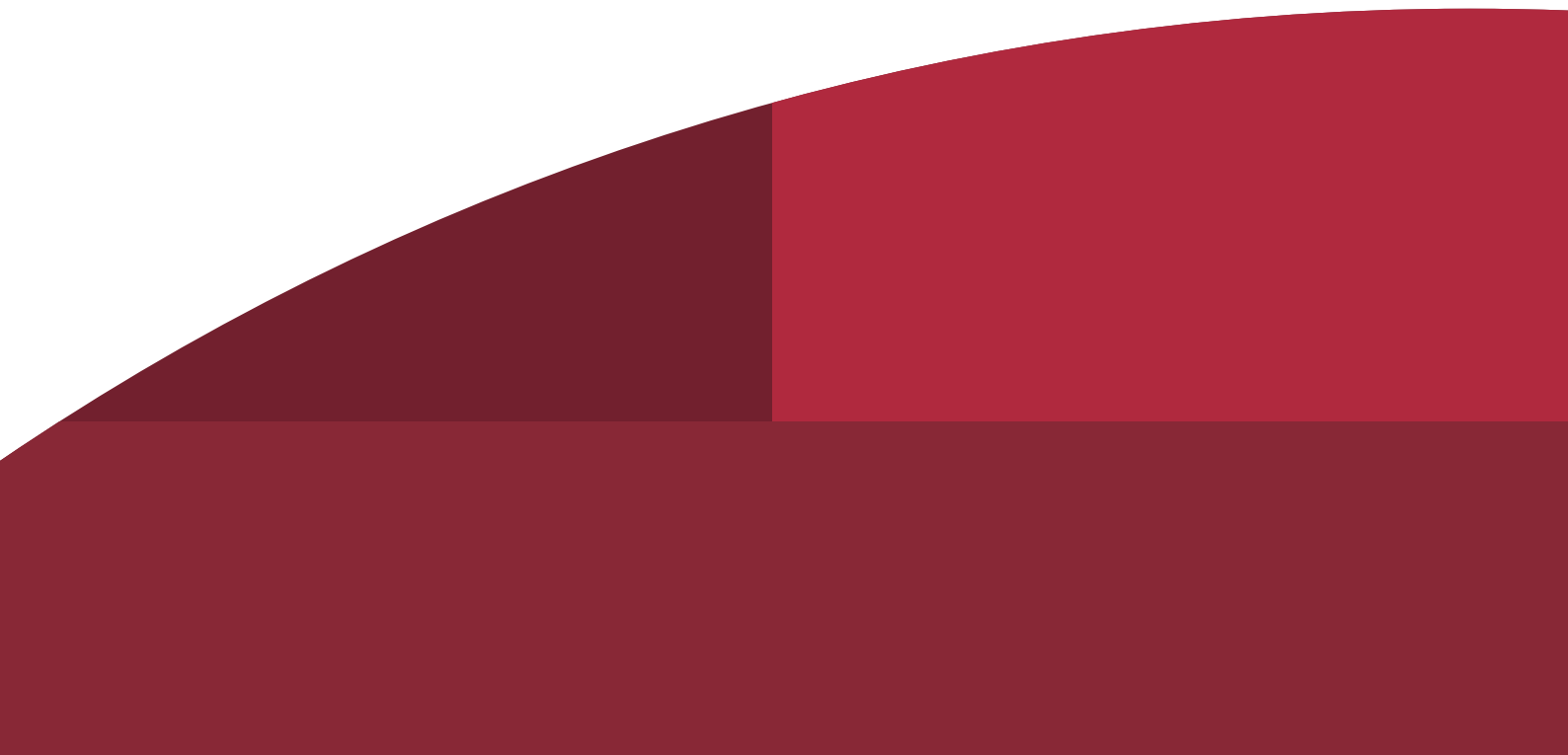
The NPC Services Desk will be set up in a convenient location in the Road Cycling accommodation (only at Fuji Lake Hotel). Most services are the same as those provided in the Paralympic Village (see section 6.13). The hours of operation will be confirmed in the Chefs de Mission Manual. However, some technical assistance and services are available only through the NPC Services Centre of the Paralympic Village.

Chefs de Mission meetings

Chefs de Mission meetings will not take place at the Road Cycling accommodations and a video link-up will not be provided. Meeting reports from the Chefs de Mission meetings in the Paralympic Village will be shared with all NPCs.

7

Other accommodations



7.1 Grooms' accommodation (including veterinarians)

7.1.1 Equestrian Park

The Grooms' accommodation consists of four buildings inside the equestrian venue, with 160 twin rooms and 320 beds. The period of use for residents is from 18 August to 9 September 2020.

Details on prices and application will be announced later.

- Accommodation is close to the stables and grooms can look after their horses during the opening hours of the stables. At nighttime, when the stables are closed, grooms can enter the stables if accompanied by a steward.
- In order to enter accommodation facilities, an accreditation with the corresponding access rights will be necessary.
- There is no shower, toilet or common space in each room. Showers and toilets are shared on each floor.
- Free Wi-Fi is available.
- No-smoking in the grooms' accommodation.

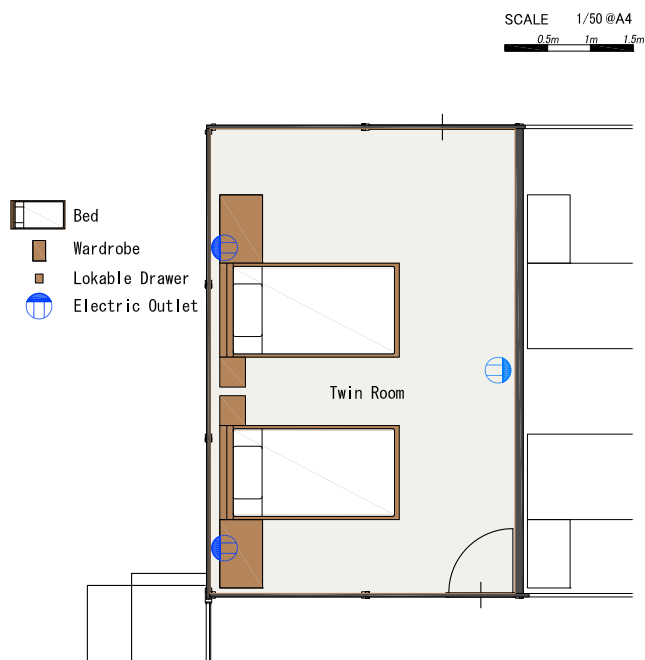
Grooms' accommodation address:

2-1-1 Kamiyoga, Setagaya - ku, 158 - 0098 Tokyo

Buildings 1, 2 and 3 consist of twin rooms, lounges, shared toilets, showers, self-service laundry and dryers. The Resident Centre and Recreation Centre are located in Building 1.

Building 4 consists of twin rooms, a lounge, shared toilets and showers. The stables are on the ground floor of the facility.

* The stables are on the ground floor, but are separated from the grooms' accommodation.



Typical room with two beds (19.91 m²)

Dining Hall

- NPCs will pay for the operational costs.
- Meals will be provided three times a day.
- Refreshments will be provided.
- The capacity of the Dining Hall is about 200 seats.

The twin bedrooms are equipped with the following fixtures:

Room fixtures	For two occupants
Bed with mattress	2
Wardrobe (some facilities have lockable dial lockers)	2
Clothes hangers	20
Laundry rack	1
Lockable night table	2
Nightstand lights	2
Window blinds	1
Extension power cords	2
Air conditioning	1
Bath towel	1 per person
Hand towel	1 per person

Damages policy

Indemnification for the damages to the Grooms' accommodation facilities and the loss of or damage to the equipment including the keys shall be applicable as stipulated in the policies for the Paralympic Village.

7.2 Hotel for NPC Presidents and Secretaries General

See section 10.3 for information about the hotel for NPC Presidents and Secretaries General and other Paralympic Family Hotels.

7.3 Hotel for international dignitaries

See section 11.4 for information about the hotel for international dignitaries.

7.4 NPC guest hotels

Approximately 3800 rooms were secured for NPC guests in the hotels in the Heritage Zone and Tokyo Bay Zone.

Tokyo 2020 accepted reservation requests from February to April 2019 and allocated the rooms accordingly.

7.5 Accommodation Management System (AMS)

NPCs can manage their hotel rooms reserved through Tokyo 2020 on the Accommodation Management System (AMS). NPCs can perform the following activities on the AMS:

- reconfirm their confirmed room allocations;
- check details such as hotel locations, room types, check-in and check-out schedules, room prices, etc.;
- view and print invoices;
- cancel rooms according to conditions specified in the Accommodation Allocation Agreement (AAA).

7.6 Athletes' support programme

For the first time, Tokyo 2020 will implement a support programme for participating athletes' family and friends by offering support for booking accommodation so that they have somewhere to stay and can watch competitions.

Tokyo 2020's programme has two features:

- A dedicated booking website through which athletes' family and friends can reserve accommodation; and
- A programme to support the Games experience for the athletes' family and friends.

For each of these features, applications will be accepted on the dedicated website from January 2020.

Details of the programme will be uploaded on Tokyo 2020 Connect after October 2019.

Athletes' family and friends dedicated accommodation website

Tokyo 2020 will launch a dedicated website where athletes' family and friends can find accommodation in Tokyo and its surroundings.

On the website, athletes' family and friends will be able to see the vacancies during the Games-time, and they can choose the accommodation they prefer and make reservations. Reservations will be accepted from one night, if a room is available. The reservation procedure will be completed by a credit card.

Athletes' family and friends Games experience support programme

Tokyo 2020, in cooperation with universities in Tokyo, plans to develop a programme which offers student dormitories as a possible accommodation and provide opportunities to communicate with students studying foreign languages to make the stay of athletes' family and friends more culturally enriched.

Athletes' family members and friends, who participate in this programme can be picked up and accompanied back to Narita International Airport or Tokyo International Airport (Haneda) by their matched students.

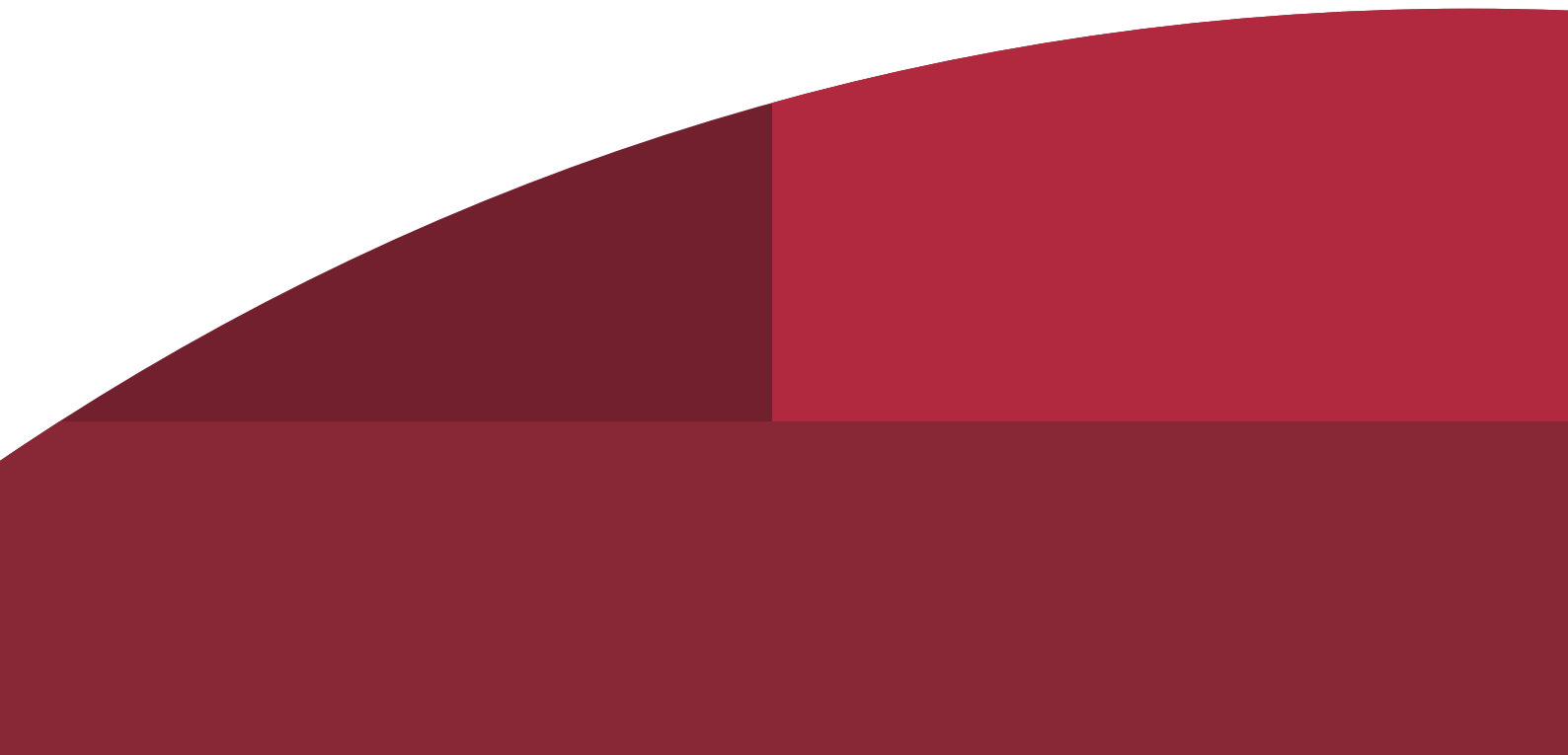
In addition, it is also possible to request the college students to travel to the competition venues and sightseeing spots with them during their stay, but such requests should be made for only one day.

The reservation procedure will be completed by VISA credit card.

The programme can be used by up to two persons (family or friend) per athlete.

8

Sports



8.1 Competition venues

The Tokyo 2020 Paralympic Games programme comprises 540 medal events, which will be held at 21 competition venues. These venues are divided into two zones within Tokyo (Tokyo Bay Zone and Heritage Zone) as well as several prefectures in Japan.

There are 11 venues in the Bay Zone, seven in the Heritage Zone and three venues outside of central Tokyo. A complete list of competition venues can be found in the appendix. Additional information, such as water test results from 2018 for certain competition venues, is available on [Tokyo 2020 Connect](#).

8.2 Competition schedule

Tokyo 2020, the IPC, Olympic Broadcasting Services (OBS) and each International Federation (IF) have worked together to confirm the Paralympic Games competition schedule. The daily competition schedule can be found in the appendix, while the session and event schedule can be found on [Tokyo 2020 Connect](#). They will also be available in the Sport Explanatory Guides due to be published in September 2019 but remain subject to change.

8.3 Competition equipment

The list of competition equipment provided by Tokyo 2020 is updated regularly and will be available on Tokyo 2020 Connect once equipment suppliers have been finalised. The list of competition equipment for use at Tokyo 2020 is in line with the regulations of the IPC and relevant federations, and is updated regularly. The most recent version of this list can be found on [Tokyo 2020 Connect](#) after equipment suppliers have been finalised. All equipment brought by athletes/NPCs must comply with IPC specifications and regulations.

8.4 Training venues

8.4.1 Pre-Games training

Pre-Games training is crucial to ensure that athletes taking part in the Tokyo 2020 Paralympic Games are able to compete in the best possible conditions. Tokyo 2020 has prepared a website compiling information submitted by cities, that describes their competition facilities and communities, to support NPCs in their research. NPCs are able to search for Pre-Games Training Camps (PGTCs) in Japan at <https://pregamestraining.tokyo2020.jp/en/>. The site includes 430 facilities in 46 prefectures and 232 local governments in Japan, and NPCs can search by sports and regions across Japan.

Tokyo 2020 will not provide financial support for NPCs organising PGTCs.

8.4.2 Games-time training venues

For most sports/disciplines, training venues will be open from the official opening of the Paralympic Village on 18 August 2020, until the last day of competition for each respective sport/discipline. More details for each venue will be made available in the Sport Explanatory Guides (September 2019) and Team Leaders' Guides (July 2020).

The confirmed Games-time training venues can be found in the appendix and on Tokyo 2020 Connect.

There will be two categories of Games-time training venues:

Training venues within competition venues

Certain sports will be able to conduct some or all training on the field of play (before competition starts), in warm-up areas and/or in separate areas at the competition venue.

Standalone training venues

These are Games-time training venues that will not be used to host any competition. The training venue booking process will vary across different sports, in three different ways:

- For some sports, teams will not be required to book training sessions and venues will offer an open-door policy.
- For other sports, teams will be pre-allocated training sessions before the Games, but if opportunity permits, may be given the option to change their sessions at the Sport Information Centre (SIC) in the Paralympic Village or Sport Information Desk (SID) at competition venues.
- For remaining sports, teams will need to book all training sessions through the SIC or SID.

More information regarding the process for booking training sessions for each individual sport will be provided in the Sport Explanatory Guides (September 2019) and Team Leaders' Guides (July 2020).

8.5 Services

8.5.1 Weigh-ins

Weigh-ins are a requirement for three sports at the Paralympic Games.

Powerlifting and Taekwondo weigh-ins will be held at the respective competition venues while Judo weigh-ins will be held at the Paralympic Village. The sport-specific guidelines are included below:

Judo

The official weigh-ins will be conducted at the Paralympic Village under the supervision of officials appointed by IBSA. The official weigh-in for each weight category will take place from 20:00 to 20:30 on the day before competition. Each athlete will be allowed only one weight control during the official weigh-in and must weigh within the limits of the appropriate weight category. No tolerance will be allowed either above or below the weight category limits.

Unofficial weigh-ins, held on the official scales, will be available to athletes. The unofficial weigh-ins will take place from 19:00 to 20:00.

On the day of competition, two athletes in each men's category and one athlete in each women's category will be selected to weigh-in an additional time. In this new weigh-in, the athletes will have a tolerance of five per cent above their weight category.

Powerlifting

The weigh-in for each Powerlifting bodyweight category will be conducted by officials from World Para Powerlifting at the competition venue from two hours before the start of each medal event, and it will last a maximum of 90 minutes. Each weigh-in will be conducted in the presence of three referees appointed to that bodyweight category. If any athlete fails to make the bodyweight of the category in which they are officially entered, they will be excluded from the competition.

Taekwondo

The weigh-ins for the Taekwondo competition will be conducted at Makuhari Messe Hall B, the competition venue, on the day before each medal event. A random weigh-in will also take place at Makuhari Messe Hall B on the day of competition. For the random weigh-in, 25 per cent of athletes from the weight divisions (men's -61kg, men's -75kg, women's -49kg and women's -58kg) will be randomly selected by the computerised system. It will be conducted with up to plus five per cent tolerance of the athlete's weight category. All athletes who passed the general weigh-in must be present for the random weigh-in at least one hour before the start of competition. Should an athlete fail to appear for the random weigh-in, they will be disqualified. The random weigh-in process must be completed at least 30 minutes prior to the start of competition.

8.5.2 Food and beverage

Food and beverage services will be available in the Athletes' Lounge at competition venues for accredited and competing athletes and officials on competition and official training days. A refreshment station serving whole fruits and cold snacks will be provided at all competition venues. For information regarding Athlete Venue Meals (AVMs), please see section 6.10.4.

8.5.3 Language services

In competition venues, Language Services volunteers will provide consecutive interpretation services between Tokyo 2020 staff and those involved, such as athletes and team officials to the extent possible.

In case of press conferences at competition venues, simultaneous interpretation services will be provided by professional interpreters in English, Japanese and other languages.

A 24-hour over-the-phone interpretation service will also be available for Games stakeholders when necessary.

8.5.4 Internet

For information regarding Internet access, please see section 9.4.2.

8.5.5 Radio frequency

For information regarding radio frequency applications for wireless equipment, please see section 9.4.8.

8.5.6 Transport

For information regarding transport services to competition and training venues, please see section 9.1.2.

8.5.7 Medical services

For further details, please see sections 9.6.

8.5.8 Anti-Doping

For information on Games-time Anti-Doping procedures, please see section 9.7.

8.5.9 Victory Ceremonies

For information on Victory Ceremonies, please see section 9.2.3.

8.5.10 Sport Information Desks

Competition venues will have a Sport Information Desk (SID) to assist with sport-related enquiries, such as competition schedules, official communications, training session bookings and general transport information. Competition venue SIDs will work closely with the Sport Information Centre (SIC) at the Paralympic Village. Athletes will not be permitted to access SIDs – only properly accredited support staff will be allowed to enter the SID area.

8.5.11 Repair services

Repair stations at competition venues will provide basic repairs and spare parts to facilitate athletes readiness for competition. The stations will be operational from the 1st day of the competition at each venue until the last day of competition for the respective sport/discipline.

Repair services will be available from one hour prior to the start of first event until conclusion in each session. All necessary repairs outside this period will be conducted at the Paralympic Village (see section 6.16.4).

Details of the repair stations at the competition venues are listed below:

Sport	Venue	Wheelchair repair	Orthotics and prostheses repair
Athletics*	Olympic Stadium	✓	✓
Archery	Yumenoshima Park Archery Field	✓	✓
Badminton	Yoyogi National Stadium	✓	✓
Boccia	Ariake Gymnastics Centre	✓	×
Canoe	Sea Forest Waterway	✓	✓
Cycling Road	Fuji International Speedway	✓	✓
Cycling Track	Izu Velodrome	×	✓
Equestrian	Equestrian Park	×	×
Football 5-a-side	Aomi Urban Sports Park	×	×
Goalball	Makuhari Messe Hall C	×	×
Judo	Nippon Budokan	×	×
Powerlifting	Tokyo International Forum	×	×
Rowing	Sea Forest Waterway	×	×
Shooting	Asaka Shooting Range	×	×
Sitting Volleyball	Makuhari Messe Hall A	×	×
Swimming	Tokyo Aquatics Centre	×	×
Table Tennis	Tokyo Metropolitan Gymnasium	✓	×
Taekwondo	Makuhari Messe Hall B	×	×
Triathlon**	Odaiba Marine Park	✓	✓
Wheelchair Basketball	Musashino Forest Sport Plaza	✓	×
Wheelchair Basketball	Ariake Arena	✓	×
Wheelchair Fencing	Makuhari Messe Hall B	✓	×
Wheelchair Rugby	Yoyogi National Stadium	✓	×
Wheelchair Tennis	Ariake Tennis Park	✓	×

* includes Athletics warm-up area

** service provided by mobile unit

An on-demand repair service mobile unit will be available to attend peak shifts and other cases where the repairs cannot be conducted at the Paralympic Village or competition venue.

8.6 Technical filming at venues

If a team wishes to conduct its own technical filming in a competition venue during competition, it may do so from the athlete or spectator seating areas using non-professional consumer video cameras. Teams may also film during training sessions using non-professional cameras. Non-professional consumer cameras do not require stickers to be brought into venues, and clearance with OBS is not necessary. Any requests for positions outside of this area must be submitted in writing to OBS.

Details on the precise rules and regulations regarding technical filming by teams at competition venues, where applicable, will be available in the Team Leaders' Guides for the relevant sport or discipline and in the IPC Filming Policy.

All such film material must be used solely for internal viewing purposes and not for commercial use. For further information, refer to IPC Filming Policy, which is part of the Eligibility Code Form.

8.7 Sport publications

Sport Explanatory Guides will be made available in September 2019 and will contain sport-specific information on each sport/discipline, including details of competition, training schedules and available facilities.

Other information in the Sport Explanatory Guides will include:

- Introduction to Tokyo
- General information (accreditation, ticketing, medical, transport, etc.)
- Rules and requirements
- Qualification and entries
- SIC and SIDs
- Anti-doping procedures

More details will be available in the Team Leaders' Guides, published just prior to Games-time.

In addition, Sport Publications produces the Games Officials' Guides, Athletes' and Team Officials' Guides, Sport Entries Manual, Road Cycling Competition Manual and Veterinary and Farriers Guide which will all be available on Tokyo 2020 Connect.

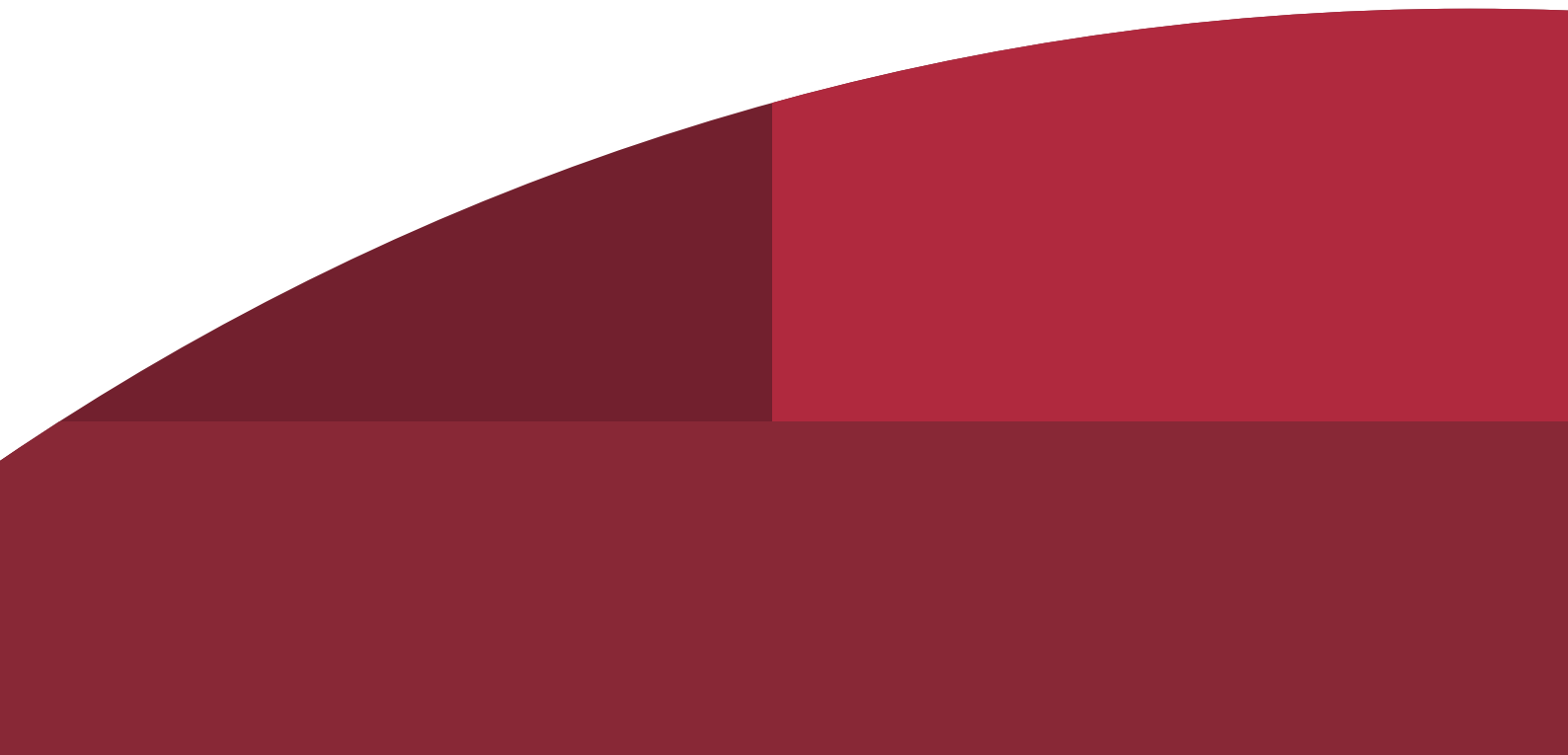
8.8 Weather Information

Weather Information by Venue Zone produced by a team of meteorological specialists working for Tokyo 2020 is available in the appendix. For reference, historical weather data for the area around each competition venue is available on [Tokyo 2020 Connect](#).

Games-time weather information for each venue will be available on official websites and applications. More details will be provided later.

9

Games-time services



9.1 Transport

9.1.1 Paralympic Route Network (PRN)

Tokyo 2020 will implement a Paralympic Route Network (PRN) in order to provide safe, smooth, efficient, and reliable transport services to everyone involved. The PRN will be divided into three different types of route:

- Games routes (serving the Paralympic Village, Cycling Accommodation, and competition venues);
- Training venue routes (used for transportation to the training venues); and
- Alternative routes (contingency routes for when Games routes are not accessible, due to an accident or traffic congestion).

The PRN will operate from the Paralympic Village opening day on 18 August until it closes on 9 September 2020.

Travel Demand Management (TDM) and Traffic System Management (TSM) will be implemented on the PRN. TDM reduces overall traffic volumes by restricting, dissipating, and leveling traffic demand. It will be combined with TSM, which proactively regulates traffic.

TSM will be used to regulate traffic conditions on highways, by controlling overall traffic volume at entrances and tollgates. On general roads, dedicated lanes and priority lanes will be implemented, as well as traffic light adjustments, stringent enforcement of parking restrictions, and other measures based on road conditions. Appropriate traffic control will also be carried out on roads surrounding the venues.

Please refer to Tokyo 2020 Connect for the PRN map, and the average travel times between the Paralympic Village and competition venues when using the PRN.

9.1.2 TA System

The transport system for athletes and team officials (TA) will provide transport services for athletes and team officials (Aa, Ac, Ao, and P), between 18 August and 9 September 2020.

The TA will provide the following services:

1. Arrivals and departures transport from/to Tokyo International Airport and Narita International Airport to/from the official accommodations;
2. Transport between official athlete accommodations, and official competition and training venues;
3. Connection services between the Paralympic Village and the Cycling accommodation
4. Different Discipline Athlete (DDA) spectator transport (DDAS); and
5. Opening and Closing Ceremony transport

Please note that arrivals transport services will not be provided to NPCs travelling directly from pre-Games training camps in Japan to the Paralympic Village, so it is necessary for NPCs to arrange their own transport. However, if NPCs arrive at official ports of entry from pre-Games training camps in Japan, they may use the transport service to the Paralympic Village. In this situation, NPCs are required to enter their arrival information into ADS in advance.

9.1.2.1 TA vehicles

TA vehicles will be allocated based on various considerations including competition characteristics and traveling distances, as well as laws and ordinances (for example, city buses which are not equipped with seat belts cannot travel on motorways). Vehicles that can assure safe and smooth loading/unloading will be selected.

Vehicle types include tour buses, tour buses with lifts, local buses, and other vehicles.

Besides the direct loading/unloading of buses, the installation of temporary ramps is being considered to achieve smooth loading/unloading for groups of wheelchair users.

9.1.2.2 Transport services to competition and training venues

Transport services between the Paralympic Village and the competition and training venues for athletes and team officials will operate from the Village opening (18 August 2020) to the closing ceremony (9 September 2020), based on training and competition schedules.

Transport services to the training venues will continue until the final official training session of each sport.

The period lasting from three hours prior to competitions up until the start of competitions, and the period lasting from two hours after competitions, will be considered to be peak time, with a higher frequency of transport services. During competitions, frequency will be reduced due to lower expected demand. Peak time frequency will be every 15-30 minutes and off-peak time frequency will be every 20-60 minutes.

9.1.2.3 Connection services between the Paralympic Village and the Cycling Accommodations

This service will connect the Paralympic Village and the Cycling Accommodations on a daily basis. (Reservations must be made in advance.) This service will operate between 18 August and 5 September 2020. Operational hours and frequency will be provided in January 2020, on Tokyo 2020 Connect.

9.1.2.4 Transport for athletes, competition partners and team official spectators

Same discipline athletes, competition partners and team officials who are spectators will have access to the TA service used by the competing athletes. However, priority will be given to competing athletes.

Transport for different discipline athletes who are spectators is under consideration and will likely consist of a mix of the following:

- use of existing TA services;
- dedicated DDA services;

- public transport.

Details will be provided in the Chefs de Mission Manual.

All accredited athletes, competition partners and team officials will be able to access public transport free of charge and are strongly encouraged to use public transport to travel to venues as spectators.

9.1.2.5 Team sport buses

Each team will be provided with a vehicle and driver, to be used for travel to competition and training venues. This service can be used from the first day of official training until the day after the team's final competition. It is possible to use team vehicles as departure transport, if it is on the day after the team's final competition.

Team vehicles are restricted to transport between the Paralympic Village, or official athlete accommodation, and their respective competition and training venues.

Team vehicles cannot be used to go to other competition venues. Team vehicles will operate based on a pre-agreed schedule.

Team buses will be provided for the following sports:

- Wheelchair Rugby
- Wheelchair Basketball
- Football 5-a-side
- Goalball
- Sitting Volleyball

9.1.3 NPC dedicated vehicles

Delegation Size	No. of passenger Cars (5 seat)	No. of Minivans (7 – 8 seat)	Total NPC Dedicated Vehicles
1 – 10	0	1	1
11 – 50	1	1	2
51 – 100	2	1	3
101 – 200	2	2	4
201 – 300	3	2	5
301 – 400	3	3	6
401+	4	3	7

Tokyo 2020 will provide each NPC with a number of dedicated vehicles, for their exclusive use throughout the Paralympic Games period, based on delegation size.

The handover of NPC dedicated vehicles will be conducted after completion of the NPC's Delegation Registration Meeting (DRM).

Details of allocation and operation of

accessible vehicles will be provided at the Chefs de Mission Seminar.

NPC dedicated vehicles may be used to go to competition and training venues and should be used only for Games-related transport. The driving range varies, depending on whether a volunteer driver is being used or not. Details will be provided in January 2020 on Tokyo 2020 Connect.

They must be returned prior to the delegation's departure, and no later than the Paralympic Village closing day. All NPC dedicated vehicles must be returned to the designated parking lot in the Paralympic Village.

NPC dedicated vehicles will be equipped with the following: car navigation system, vehicle insurance information, driver handbook that includes venue route maps, fuel card, highway tollgate pass card (ETC card), and VAPP.

Tokyo 2020 will offer NPCs the option to exchange dedicated vehicles for T3 upgrade passes. Details will be provided at the Chefs de Mission Seminar.

9.1.3.1 NPC cycling vehicles

Tokyo 2020 will provide one cycling vehicle only to NPCs with athletes participating in the road race event. Cycling vehicles will not be provided with drivers. The handover of cycling vehicles will be conducted at a location designated by Tokyo 2020. They will be provided from the opening of the Paralympic Village, until it closes. They will be equipped with a roof rack and wireless radio.

9.1.3.2 NPC dedicated vehicle drivers

Volunteers are likely to be used as drivers for NPC dedicated vehicles. Although volunteers may not be fluent in English, communication sheets will be prepared for those cases.

Work hours are from 7:00 to 23:00. The driver will work a maximum of nine continuous hours during this time. This includes break time. More details on NPC dedicated vehicle drivers will be provided at the Chefs de Mission Seminar.

NPC Assistants will not be permitted to drive.

Drivers provided by Tokyo 2020 can drive only the NPC dedicated vehicles that are supplied by Tokyo 2020.

9.1.3.3 NPC self-drive

NPCs are permitted to self-drive their vehicles, provided that their driver(s) have been registered and approved by Tokyo 2020. Details of the driver approval process will be provided at the Chefs de Mission Seminar.

In order to drive in Japan, drivers must meet the following requirements:

- Drivers must hold one of the following driving licences:
 1. Japanese driving licence;
 2. Overseas driving licence issued by Belgium, Estonia, France, Germany, Monaco, Switzerland or Taiwan with authorised Japanese translation; or
 3. International driving permit from a country that signed the Geneva Convention of 1949.
- The period of validity of international driving permits is up to one year from issue, and within one year from the date of landing in Japan.
- The period of validity of overseas driving licences (from countries listed as authorised by the Japanese government, 2. above) is up to one year from the date of landing in Japan.
- If you have a foreign driver's license from countries and so on listed on government ordinances or an international driver's license and also in the case you are recorded in the Basic Resident Register (foreigners who reside mid to long term in Japan), you must meet other legal requirements. Please check the details on the Metropolitan Police website: http://www.keishicho.metro.tokyo.jp/multilingual/english/traffic_safety/drivers_licenses/index.html
- Drivers must submit a photocopy of their driving licence.
- Drivers must submit a photocopy of the passport page where the entry date to Japan is shown.

The following additional conditions apply for drivers driving NPC dedicated vehicles (they do not apply to Rate Card vehicles):

1. 21 years of age or older;
2. Minimum two years driving experience;
3. No record of any offence, such as driving under the influence of alcohol or drugs in the last five years;
4. Each driver is responsible for the legal liability associated with driving; and
5. Drivers must observe the conditions concerning the use of dedicated vehicles.

NPC Assistants will not be permitted to drive vehicles supplied by Tokyo 2020, including NPC dedicated vehicles and Rate Card vehicles.

9.1.3.4 Accreditation of NPC drivers

NPCs can bring a limited number of drivers to support their operations. However, in principle, the number of NPC own driver accreditations provided will match the number of NPC dedicated vehicles plus the number of rate card vehicles rented by the NPC. However, the number of NPC driver accreditations to be issued to each NPC-dedicated vehicle is still under discussion. Further information will be provided at the Chefs de Mission Seminar.

9.1.4 Rate Card vehicles

Tokyo 2020 will offer rental vehicles for use at Games-time at a reasonable rate to Games clients, through the Rate Card programme. The standard rental period is from 15 August to 9 September 2020, a total of 26 days. Please check the rate card catalog and the guide on the portal for details.

Below are the models available from Rate Card;

Type	Capacity (including the driver seat)
Toyota Compact	5 seats
Toyota Intermediate Sedan	5 seats
Toyota Small Mini-Van	7 or 8 seats
Toyota Station Wagon	5 seats 470 – 872 L of storage or baggage
Toyota Commercial Van	6 or 9 seats

Please note that all vehicles are automatic, and are right-hand drive.

Drivers must possess a driving licence that is valid in Japan (see 9.1.3.3). If the driver has an overseas driving licence or international driving permit, a valid passport is also required. Drivers do not require accreditation to drive Rate Card vehicles.

Rate Card vehicles will be equipped with:

- Car navigation system (English and Japanese)
- Highway tollgate pass card (ETC card)
- Vehicle insurance
- Venue route map, driver handbook

Rate Card vehicles do not come with VAPPs, which must be purchased separately.

Rate Card vehicles must be returned to the designated location at the end of the rental period.

9.1.5 Vehicle Access and/or Parking Permits (VAPPs)

Each NPC dedicated vehicle will have a Village and Venues VAPP (VLV P3 VAPP). The VAPP will allow the vehicle to enter and access the loading zones at the Paralympic Village and Cycling Accommodations, competition venues, training venues, IBC/MPC, and Paralympic Family Hotels (PFH), as well as provide access to P3 parking, when available. As there is limited P3 parking at some venues, parking is not guaranteed.

A range of VAPPs will be available for purchase on Rate Card. Details will be provided at the Chefs de Mission Seminar. NPC Rate Card VAPPs will be circulation VAPPs, providing access to, but not parking, at all competition and training venues, the Paralympic Village, the Cycling Accommodations, IBC/MPC and Paralympic Family hotels. There are plans to offer separate VAPPs with access to the Paralympic Village and the P6 parking nearby.

NPC dedicated vehicle and NPC Rate Card VAPPs will be transferable. More information will be provided later.

Cycling vehicle VAPPs will provide access to all cycling training and competition venues, the Cycling Accommodation, and the Paralympic Village.

9.1.6 Permit checkpoints and screening

All vehicles must pass through an access control point to access the competition venues. Depending on the vehicle's destination, different access and control measures will apply. These measures will include:

Permit checkpoints (PCPs)

Permit checkpoints (PCPs) will be set up at designated points on roads surrounding the competition venues. Vehicles must display VAPPs to pass PCPs.

Vehicle Screening Areas (VSAs)

Vehicle Screening Areas (VSAs) will be located on or near venue security perimeters. Vehicles displaying the appropriate VAPP will be permitted to proceed through the VSA and into the venue, after undergoing security screening. Tokyo 2020 will determine the level of screening required for each transport system or service. Passengers may be asked to step out of their vehicle and pass through a security check.

9.1.7 Parking

Because parking space is extremely limited at competition venues, it is strongly recommended that athletes and team officials use TA services.

Further information about parking, and pick-up and drop-off at venues, will be provided at a later date.

9.1.8 T3 service

The T3 service will be available from 15 August to 9 September 2020, for all those eligible for T2, and T3 services. The T3 service consists of shared vehicles with drivers, which will provide a taxi-style service available on demand or by reservation.

The T3 service will be available on demand at all competition venues from one hour before the start of the competition until one hour after the end of the competition, or until the Paralympic Family Lounge has emptied. T3 will also be available on demand at the Paralympic Family Hotels and Paralympic Village, between 07:00 and 23:00, from 18 August to 8 September 2020.

A reservation system will be available to book T3 services from other official destinations, and outside on-demand hours at the above venues.

Reservations will be available only for venues listed as official T3 destinations.

The T3 destination list is still being developed, and will be presented at the Chefs de Mission Seminar.

T3 reservations outside of the on-demand hours can be made via the smartphone application, or at the Transport Desks at the Paralympic Village, Cycling Accommodations, Paralympic Family Hotels, IBC/MPC, and at Paralympic Family Lounges in venues. Reservations can also be made by calling a dedicated phone line. Reservations should be made at least four hours in advance.

A local T3 service will be available serving the following remote venues: Izu Velodrome, Fuji International Speedway.

Local T3 services can be booked at transport desks or by using the dedicated phone line.

On the days of the Opening Ceremony and the Closing Ceremony, T3 services will be limited.

9.1.9 Transport of sports equipment

For certain competitions, Tokyo 2020 will provide sports equipment transfer services for sports equipment that will not fit into the TA vehicles travelling to training and competition venues.

The list of competitions provided with separate sport equipment transfer services will be announced in January 2020, on Tokyo 2020 Connect.

Sports equipment transfer services will depart from and arrive at a point other than the Village Transport Mall.

9.1.10 Transport desks

At Games-time, NPCs will be able to communicate with the Transport team via the Transport desks located at the Paralympic Villages.

There will be three Transport Desks at the Paralympic Village, as follows:

- NPC Services Centre;
- Sports Information Centre (SIC); and
- Guest Pass Centre.

The following services will be available:

- Arrivals and Departures transport services information
- TA system schedule information
- Scheduling of team sports buses
- NPC dedicated vehicle support
- Opening and Closing Ceremony transport services information
- Public transport information
- Public transport card issue and assistance for lost cards
- Information and support for Inter-city travel (including Cycling Accommodation)

9.1.11 Public transport

- Accreditation holders will be provided with a public transport card, which can be used an unlimited number of times to travel free of charge on underground and surface train services, including monorails, between 13 August and 9 September 2020.
- Transport cards will be provided upon validation of Pre-Valid Card (PVCs) (except at accreditation validation counters located outside of the transport card service area).
- The service area will include competition venues, training venues, and official hotels in the Tokyo area, and Narita and Tokyo (Haneda) International Airports.
- Users must pay extra if they go beyond the service area. Users will have to pay additional fees if they use limited express trains, or make seat reservations.

The public transport card is not transferable. Some details are currently under consideration, such as use of transport cards on buses, and procedures for loss and reissue. More information will be provided at a later date.

9.2 Ceremonies

9.2.1 Team Welcome Ceremonies

Team Welcome Ceremonies (TWCs) are the official welcome to all NPCs participating in the Games and will take place in the Village Plaza with the following features:

- Chefs de Mission entry (maximum five NPCs stand in line);
- playing of national anthem(s) and raising of NPC flag(s);
- exchange of gifts;
- signing of the Paralympic Mural.

Preferred dates and times for TWCs will be provisionally confirmed during the Pre-Delegation Registration Meetings (Pre-DRMs) with final confirmation at the Delegation Registration Meetings (DRMs).

All NPCs are invited to attend their TWC. Due to the limited space of the Village Plaza, the total number of participants per ceremony will be limited to a certain number. The maximum number of participants per ceremony will be communicated later. Athlete participation is optional.

The ceremonies will be delivered in English.

9.2.1.1 Guest Passes

NPCs will be entitled to an additional number of Paralympic Village Guest Passes on the day of their TWC. The number of additional Guest Passes will be communicated later.

All Guest Pass requests should be submitted by the same deadlines and procedures as those outlined in chapter 6.5.1.

9.2.2 Opening and Closing Ceremonies

The Tokyo 2020 Opening and Closing Ceremonies will be held at the Olympic Stadium. The Opening Ceremony will take place at 20:00 on 25 August 2020 and the Closing Ceremony at 20:00 on 6 September 2020.

9.2.2.1 Marching Passes

A quota of Opening Ceremony Marching Passes will be allocated to each NPC delegation. This quota will be determined by the IPC. There will be no quota for the Closing Ceremony.

Only Athletes (Aa), Athlete Competition Partners (Ab) and NPC team officials with the accreditation categories (Ac, Am, and Ao) that are also in possession of a Marching Pass during the Opening Ceremony are entitled to march. All other categories are not permitted to march, including, but not limited to, NPC Presidents, Secretaries General, dignitaries and NPC assistants. This policy will be strictly enforced to preserve the security of the athletes' parade.

However, NPC Presidents and Secretaries General who are accredited as NPC team officials, such as Chefs de Mission or Deputy Chefs de Mission (Ac), will also be permitted to march during the Opening and Closing Ceremonies. Further information will be available later.

9.2.2.2 Transfer from the Paralympic Village to the Olympic Stadium

Bus services for marching athletes, athlete competition partners and team officials will be provided from the Paralympic Village to the Olympic Stadium. Marching athletes, athlete competition partners and team officials in the Cycling Accommodation will first be transported to the Paralympic Village, and from there they will travel to the Olympic Stadium together with other members of their delegation.

For those with training sessions on the same day as the Opening Ceremony, training times will be scheduled so that athletes will have time to return to the Paralympic Village before departure to the ceremony.

For athletes competing on the day of the Closing Ceremony, transport planning is taking place in accordance with the competition schedule. Further information will be shared with NPCs closer to Games-time.

All marching athletes, athlete competition partners and team officials staying outside of the Paralympic Village will need to must go to the Paralympic Village to use the transport provided to the Olympic Stadium. There will be no loading zones or parking areas allocated at the Olympic Stadium for NPC vehicles.

Details regarding transfers to the ceremonies for NPC Presidents and Secretaries General, as well as for dignitaries, can be found in chapters 10 and chapter 11.

9.2.2.3 Staging area and Athletes Parade

During the Opening Ceremony, marching athletes, athlete competition partners and team officials will be arranged by NPC delegation. The marching order of delegations in the parade will be confirmed at a later stage.

Tokyo 2020 staff will be present at the Olympic Stadium to coordinate the parade and assist delegations upon arrival. Tokyo 2020 is finalising plans for the sorting and staging areas for athletes and team officials. More information will be shared with NPCs after the details have been confirmed.

For the Closing Ceremony, NPCs will be seated in the stadium from the beginning of the Closing Ceremony.

9.2.2.4 Food and beverage services

Snacks and refreshments will be provided at the Olympic Stadium. Furthermore, water will be provided on buses between the Paralympic Village and the Olympic Stadium, as well as inside the Olympic Stadium. The Main Dining Hall will be prepared to meet the high demand before departure from and after returning to the Paralympic Village.

9.2.2.5 Return to the Paralympic Village

After the ceremony, athletes, athlete competition partners and team officials will be transferred back to the Paralympic Village by bus. An early departures service will be offered during the Opening Ceremony for athletes and team officials that prefer to leave the ceremony immediately after they have marched. Details will be confirmed closer to Games -time. Tokyo 2020 staff will provide directions to the buses for those athletes, athlete competition partners and team officials that want to have early departures.

Regular transport services back to the Paralympic Village will be provided at the end of the Ceremonies.

There will be no direct transport services from the Olympic Stadium to the Cycling Accommodation. Buses to Cycling Accommodation will be provided from the Paralympic Village.

9.2.3 Victory Ceremonies

Victory Ceremonies will take place at the competition venue for each sport and discipline.

At the ceremonies, a medal and a gift will be presented to the gold, silver and bronze medallists. The NPC flags of the medallists will be raised and the national anthem of the gold medallist will be played.

Victory Ceremonies will be conducted in English and Japanese. Participation in the Victory Ceremonies is limited to medalling athletes, presenters and Victory Ceremonies officials.

A medallist may not delegate the receipt of their medal during a Victory Ceremony to another individual, even if the medallist is not unable for any reason to attend their respective Victory Ceremony.

9.2.3.1 Uniform regulations

During the Victory Ceremony, accreditation must either be temporarily handed over to the Victory Ceremonies staff or kept out of sight. No participant should have flags, mascots or other personal items such as mobile phones, water bottles and cameras with them during the Victory Ceremony. Medalling athletes must comply with IPC Manufacturer Identification Guidelines.

9.2.3.2 Medal boxes and victory diploma distribution

The following will be distributed at the NPC Services Centre in the Paralympic Village:

- First, second, third places: medal box, medallist's pin badge, victory diploma
- Fourth to eighth places: victory diplomas

9.3 Security

Tokyo 2020 is working with private security and public security organisations to deliver a safe and secure Games.

9.3.1 Security sweep and lockdown

Security sweeps will be carried out at all competition and some non-competition venues to ensure that the venues are clear of prohibited or dangerous items that may threaten the security of the venues and its occupants. Venues will be considered clean and locked down after the security sweep is complete. In principle, for Paralympic venues, lockdown of each venue will be continued from the Olympic Games-time until the last day of the Paralympic competition.

Throughout the lockdown period, no individual or vehicle will not be allowed to enter the venue without an accreditation (PIAC) or a Vehicle Access and/or Parking Permit (VAPP), and must go through confirmation by access authorities, identification, and security screening.

These security procedures are in place to keep unauthorised individuals and prohibited goods out of the venues.

Confirmation of access authority and identity verification will be conducted through the facial recognition system installed at the Accreditation Check Point (ACP).

This system will detect the identification data retrieved from the accreditation database through an IC chip installed in the PIAC. The system will automatically compare the stored data and facial features captured by the dedicated terminal at the ACP to confirm access authority and identification. The facial feature data will be generated from the facial image submitted in advance at the time of accreditation application.

Vehicles will undergo a security inspection at the Vehicle Screening Area (VSA). Before entering the venue, the driver and passengers will need to get out of the vehicle and be screened at the adjacent Pedestrian Screening Area (PSA). Appropriate accessible screening procedures will be applied depending on the type of disability. The PIACs of the driver and passengers will be checked as well as the VAPP of the vehicle.

In addition, all logistics vehicles must be registered on the Master Delivery Schedule (MDS). The driver must present a valid PIAC and VAPP. Delivery goods are subject to being screened in advance and sealed. A Secure Load Pass is also required to access the venue. Delivery goods will not be screened again at the venue, but drivers and vehicles will be screened again.

9.3.2 Security at the Paralympic Village

The Paralympic Village will be surrounded by a secure perimeter fence, and CCTV (Closed Circuit Television) and an intrusion detection system will be in place. Security personnel will also patrol the Paralympic Village 24 hours a day. Security related information collected through the above-mentioned operations will be managed at the Venue Security Command Centre (VSCC) that is located inside the Paralympic Village. VSCC will cooperate with the Games Security Coordination Centre (GSCC) and the Main Operations Centre (MOC).

Pedestrians entering the Paralympic Village will be required to go through an accreditation check, identity verification through the facial recognition system, and security screening by X-ray and metal detector at the PSA. The accreditation check and security screening will be conducted every time a pedestrian enters the Paralympic Village.

9.3.3 Security at competition venues

The same security procedures as at the Paralympic Village will also be implemented at all competition venues.

All pedestrians and vehicles will be required to present an appropriate accreditation or VAPP and go through a security check to access the venue.

9.3.4 Security at training venues

Unlike competition venues, training venues, except for those within the competition venues, are not subject to lockdown. There will also be no PSA or VSA. Security personnel will patrol the training venues and pedestrians will be required to show their accreditation or Training Access Pass (TAP) at the venue entrance.

9.3.5 Transport and Security

All TA buses will be equipped with tracking devices, enabling the transport system for athletes, team officials and competition partners (TA) to be monitored during transit.

The TA services that go between the Transport Mall at the Paralympic Village and competition venues will in principle operate from within one secure perimeter to another (clean-to-clean transport). When taking the TA vehicle to a competition venue, athletes, team officials and competition partners can remain on the vehicle while the TA vehicle goes through a brief external screening at the VSA. However, athletes, team officials and competition partners returning to the Paralympic Village from competition and training venues will need to exit the TA vehicle at the Transport Mall and go through the PSA to enter the Residential Zone.

All vehicles other than TA vehicles must go through a security screening at the VSA. Drivers and passengers must get out of the vehicle and go through a security screening at the adjacent PSA. Appropriate accessible screening procedures will be applied depending on the type of disability.

9.3.6 Prohibited and restricted items at venues

The list of prohibited and restricted items at Tokyo 2020 competition venues and the Paralympic Village will be announced in Q3 2019.

In addition to the the above list, items that resemble prohibited items (replicate guns, explosive lookalikes, white powder resembling illegal medicine and so on) are prohibited regardless of whether such items are dangerous or illegal.

Prohibited items that are required by athletes, team officials and competition partners for specific Games related activities will be classified as “Tools of the Trade”, and will be excluded from prohibited items.

9.4 Technology

9.4.1 CATV services (Inter Venue CATV)

The Tokyo 2020 CATV (Inter Venue CATV) services will be provided at some competition venues and the Paralympic Village. They will not be provided at the Cycling Accommodations.

The services will provide Olympic Broadcasting Services (OBS) coverage of the Games as well as commercial channels.

Televisions in the Paralympic Village

At least one 32-inch television in each NPC office and one 19-inch television in each NPC Chefs de Mission bedroom will be provided free of charge in the Paralympic Village. Televisions of other sizes can be ordered through the Rate Card website.

9.4.2 Internet access

Internet access at the Competition Venues

Tokyo 2020 will provide complimentary Wi-Fi Internet access at all competition venues in the locations specified below:

- Athletes Lounges
- International Federation (IF) work areas
- International Technical Official (ITO) work areas
- Media Lounges
- Mixed Zones
- Paralympic Family Lounges
- Photo work rooms
- Press conference rooms
- Press work rooms
- Tabled and non-tabled press tribunes

Wi-Fi will not be provided by Tokyo 2020 at the training venues. Wi-Fi may be available at some venues, but Tokyo 2020 will not provide support for such services.

Internet access in the Paralympic Village

Village residents will have access to Wi-Fi in the following areas:

- Residential apartments
- Resident Centres

- Team Processing Centre
- NPC Service Centre
- Multi-Function Complex
- Village Plaza café
- Press rooms
- Polyclinic.

In the Cycling Accommodations, residents will use the existing Internet services of the venues.

Additional Internet services such as dedicated Internet services or higher capacity Internet access in the Paralympic Village can be purchased through the Rate Card.

The services offered will differ between the Paralympic Village and the Cycling Accommodations. Further details will be provided in the Chefs de Mission Manual.

Paralympic Village's Internet lounge

There will also be an Internet lounge in the Village Plaza, where personal computers with Internet access can be used free of charge.

NPC private wireless network in the Paralympic Village

NPCs can apply in advance to bring and install their own private wireless network via independent Wi-Fi access points if approved by Tokyo 2020 through the Spectrum Order Portal (see section 9.4.8). Tokyo 2020 reserves the right to disconnect the service in cases where the Wi-Fi hub has not been registered in advance with Tokyo 2020. Please note that Tokyo 2020 will not provide technology support for private wireless networks.

9.4.3 Network telephone

A network telephone will be provided in each NPC office and Chefs de Mission bedroom. The network telephone can be used to call within and between official venues free of charge. Phone calls made to landline and mobile phones in Japan, as well as to international telephone numbers, will be charged to the NPC.

Basic features of the network telephone include: a standard handset, call transfer, call forwarding, 3-way conference calls and call display. Telephone instruction will be provided with the phones.

9.4.4 Mobile phone services

The Tokyo 2020 mobile phone distribution policy for NPCs will be communicated at a later date.

For information regarding the phone distribution policy for NPC Assistants, please refer to section 6.14 NPC Assistants.

9.4.5 Using mobile phones other than those of Tokyo 2020

The Tokyo 2020 mobile phone network will be provided by NTT DOCOMO. Other networks are available, but there may be areas of poor coverage within competition and non-competition venues.

SIM cards for use on personal phones can be purchased through the Rate Card. However, it is the user's responsibility to make sure that their mobile phone is compatible with SIM cards purchased from Rate Card. Tokyo 2020 will not provide service support for private mobile phones. Please refer to the Mobile Telephone Services section of the Rate Card Catalogue for details about the mobile phone network in Japan.

9.4.6 Info

9.4.6.1 Info workstation

The Info workstation is a customised computer that is connected to the Tokyo 2020 network, which provides access to the Info system. The Info system is the Games' information system, which provides competition schedules, results reports, near real-time scoring and results, medals, records, biographies, news and historical results. The Info system is available in English.

Info workstations do not include a printer. Info printers must be ordered separately if required. Info workstations can be used only to access the Info system and not for any other purpose.

9.4.6.2 myInfo account

The myInfo service is a version of Info that allows access to the same information from the device of a user (personal computer, laptop, smart phone or tablet). NPCs can gain access to the myInfo service with their PIAC and date of birth information. For non-PIAC holders, NPCs must request their complimentary accounts via the Rate Card portal or Rate Card desk in the NPC Services Centre.

The myInfo access is available anywhere that has an Internet connection. The myInfo accounts cannot be shared between users. Details will be communicated in the Chefs de Mission Manual.

The myInfo accounts provide some additional features that are not available from dedicated Info workstations. These include:

- user customisation through the mySchedule function, to define favourite events/teams and follow them from a single screen; and
- access to NPC-related news, biographies and schedules

9.4.7 Olympic Data Feed

The Olympic Data Feed (ODF) provides real-time access to Games results, competition schedules, medals, records, news, biographies, common codes and statistics.

The feed is XML-based, with messages pushed from Games systems to receiving system of the user for all of the Paralympic disciplines.

9.4.7.1 Web Ready Components (WRC)

Web Ready Components are a set of pre-defined, ready-to-use web widgets built from the ODF, with contents in the following categories: schedules, biographies and medals. These components can be used for easy integration into the web pages of the user and are provided by the Rate Card Portal, upon request.

9.4.8 Radio spectrum management

With the cooperation of the Ministry of Internal Affairs and Communications, Tokyo 2020 will plan, adjust and approve the frequency of all wireless equipment for the Games, to ensure that wireless communications are without interference.

Below is the schedule for spectrum applications:

	Application Period	Notification Schedule
Normal Application	1 February 2019 – 31 August 2019	After 10 January 2020
Late Application	9 September 2019 – 24 January 2020	After 1 April 2020
Extraordinary Application	1 February 2020 – 6 September 2020	After 1 May 2020

The spectrum is scheduled to be sequentially assigned after the due date of each application period. Therefore, from the viewpoint of securing a spectrum, early application is highly recommended.

Frequency requests must be made on the Spectrum Order Portal (SOP) via the Rate Card website. A Rate Card account is required to access the SOP. When applying for the spectrum, users will need to provide specific information about their equipment, period and location of use. There is no fee for spectrum applications.

9.4.9 Equipment validation

After provisional approval from Tokyo 2020 of the frequency, NPCs are required to have their wireless device validated before bringing it into the venue. In accordance with the Japanese Radio Act, tests are necessary to confirm that radio equipment is set as requested. Tokyo 2020 will place a tag at a highly visible place on equipment that has passed the test. Only wireless devices with tags can be brought into the venue. Wireless devices without tags cannot be used inside the venue.

9.4.10 Technology call centre

Tokyo 2020 Technology will provide a 24-hour call centre to support NPCs in the Paralympic Village, from the Village pre-opening until it closes. Support to NPCs will be available only for equipment provided by Tokyo 2020. Support will not be provided for personal laptops, tablets or mobile phones.

The call centre will provide support in English and Japanese.

9.5 Rate Card

9.5.1 Rate Card overview

The Rate Card programme offers products and services to assist NPCs with their operations at Games-time. The Tokyo 2020 Rate Card team will be responsible for the orders, invoices, payments, procurement, delivery, installation and any technical support required.

The Rate Card Catalogue, which provides a list of products and services available for rental during the Paralympic Games, is available on Tokyo 2020 Connect. NPCs can order products and services on the Rate Card Catalogue by using the Rate Card Ordering Portal.

On the Rate Card Ordering Portal, there are two types of Rate Card accounts: “order” accounts and “browse” (or read-only) accounts. While the number of “browse” accounts is unlimited, “order” accounts are limited to two per NPC. Please refer to the Rate Card User Manual on Tokyo 2020 Connect for more information about the Rate Card Ordering Portal, Catalogue and registration process.

Rate Card customers may request products or services not listed in the Rate Card catalogue as Non-Standard Requests via the form on the Rate Card Ordering Portal. It is recommended that Non-Standard Requests be submitted as early as possible to increase the likelihood that Tokyo 2020 will be able to fulfil them. If Tokyo 2020 is able to fulfil a Non-Standard Request, a price quote will be provided through the Rate Card Ordering Portal.

Rate Card orders during the Normal and Late Order periods should be made on the Rate Card Ordering Portal. However, at Games-time, orders can be made at the Rate Card desks at the Paralympic Village.

NPCs can contact the Rate Card team regarding any specific Rate Card queries at ratecard@tokyo2020.jp.

9.5.1.1 Timeline

Date	Activity
1 April 2019 – 31 January 2020	Normal Order Period
1 February – 29 February 2020	Cut-off period (no new orders or cancellations accepted)
March 2020	Invoices issued for orders made in Normal Order Period
1 March 2020 – 15 May 2020	Late Order Period (prices may increase up to 25%) Invoices issued after order acceptance by 15 June 2020
16 May – 31 May 2020	Invoices issued for Usage Deposits
16 May 2020 – 14 August 2020	Cut-off period (no new orders or cancellations accepted)
15 August 2020 – 6 September 2020	Games-time Order Period (Rate Card desk)
By 30 November 2020	Reconciliation and refund

* Payment must be made within 30 calendar days of the date on the invoice.

9.5.1.2 Standard rental period

The standard rental period for Rate Card items during the Paralympic Games is a total of 26 days, from 15 August until 9 September 2020 (inclusive). There will be no discounts even if an item/service is used for only part of the standard rental period.

For certain items, the rental period can be extended in increments of seven days. Extension prices are shown next to the item description in the Rate Card Catalogue. However, arrangements need to be made on a case-by-case basis with the Rate Card team for rentals before 15 August 2020, the pre-opening of the Paralympic Village.

9.5.2 Ordering process

All of the orders made during the Normal Order Period and the Late Order Period must be made via the Rate Card Ordering Portal.

Before being approved, all orders will be internally reviewed by Tokyo 2020. Notification of approval of orders will be made via the Rate Card Ordering Portal.

Normal Order Period

During the Normal Order Period, 1 April 2019 to 31 January 2020, NPCs can place orders through the portal. During this period, NPCs can change and cancel orders free of charge.

Tokyo 2020 will issue invoices in March 2020 for orders submitted and approved during this period. NPCs are encouraged to place orders as early as possible and during the normal order period.

Late Order Period

Orders submitted during the Late Order Period, 1 March to 15 May 2020, will be accepted based on availability. Prices may increase up to 25 per cent compared to the Normal Order Period. Any orders submitted during this period will be invoiced following acceptance of the order by Tokyo 2020, no later than 15 June 2020.

Games-time

At Games-time, NPCs can place orders at the Rate Card desk. The Rate Card desk will be located at the NPC Services Centre in the Paralympic Village.

Prices will be the same as during the Late Order Period and products will be offered only if available.

9.5.3 Amendments and cancellations

Cancellation/ amendment date	Activity	Cancellation fee
On or before 31 January 2020	Normal Order Period	No fee
1 February – 29 February 2020	Cut-off period (no cancellations or amendments accepted)	
1 March – 15 May 2020	Late Order Period (prices may increase up to 25%)	50% of item price
16 May – 14 August 2020	Cut-off period (no cancellations or amendments accepted)	
After 16 May 2020		100% of item price

Orders made during the Normal Order Period can be cancelled by 31 January 2020 (the last day of Normal Order Period) without incurring a cancellation fee.

Cancellations of orders placed during the Late Order Period will be subject to a cancellation fee of up to 50 per cent of the Normal Order Period price. From 16 May 2020 (the day after the end of the Late Order Period), new orders and cancellations will not be accepted.

During the cut-off periods, Tokyo 2020 will review the orders. No new orders, amendments or cancellations can be made, unless they are the result of changes made by Tokyo 2020.

If Tokyo 2020 rejects or cancels all or part of an order, Tokyo 2020 will refund any amounts already paid.

Events beyond the control of the NPC, such as changes in the NPC's Paralympic Village allotment or the availability of Vehicle Access and/or Parking Permits (VAPPs) provided by Tokyo 2020, which may lead to cancellations and/or amendments, will be evaluated on a case-by-case basis.

If an NPC needs to modify its Rate Card order as a direct result of their space allocation in the Paralympic Village, Tokyo 2020 will waive cancellation fees based on the following criteria:

- the change(s) concern items ordered for use in the NPC's allocated space in the Paralympic Village;
- the initial order was made during the Normal Order Period and the invoices paid according to Rate Card terms and conditions; and
- Tokyo 2020 Village Allotment and NPC Services validate the impact of the Paralympic Village space allocation on the NPC's Rate Card order.

9.5.4 Payments

All invoices must be paid by electronic transfer within 30 days of the invoice date. Tokyo 2020 will fulfil orders only when the full payment has been received. If an NPC does not pay on time, the order will be automatically cancelled. The electronic transfer banking details will be shared at the same time as the invoice.

The NPC is responsible for payment of all bank charges, including transfer, currency conversion, commission and any other fees related to payments made to Tokyo 2020. The amount received by Tokyo 2020 must be no less than the invoiced amount.

It is important that NPCs calculate the time necessary to transfer money from their respective country or territory to Japan.

Games-time orders (and any associated deposits) must be paid at the time of ordering. The Rate Card desk at the Paralympic Village will accept payment by cash (JPY) or VISA card. Invoices and receipts will be issued for all orders made at Games-time.

All prices, deposits and fees in the Rate Card catalogue are in Japanese Yen (JPY).

9.5.5 Deposits and refunds

Loss and Damage (L&D) deposits and usage deposits, where applicable, are listed next to the items in the catalogue. One deposit invoice, covering all L&D and usage deposits for all orders placed during normal and late order periods, will be issued between 16 May 2020 and 31 May 2020.

9.5.5.1 Loss and Damage deposit

NPCs do not need to pay the L&D deposit for the Rate Card items. Instead, the cost incurred by loss or damage to Rate Card items will be deducted from the NPC's final support grant payment. If the loss or damage costs exceed the balance of the NPC's support grant, Tokyo 2020 will request that the NPC pay the difference during the I&I check-out process at the Paralympic Village.

9.5.5.2 Usage deposit

A deposit invoice covering usage deposits for all orders placed during the Normal and Late Order periods will be issued between 16 May and 31 May 2020. Usage deposits must be paid by electronic transfer within 30 day of the invoice date.

By 30 November 2020, Tokyo 2020 will send an email confirmation of the total amount of usage deposits paid by NPCs as well as the charges for the usage amount. If the total amount of the actual usage by an NPC does not exceed the paid usage deposits, Tokyo 2020 will refund the difference.

If use of a particular item exceeds the usage deposit, Tokyo 2020 will request that the NPCs settle the balance before or during the check-out I&I process at the Paralympic Village. Tokyo 2020 reserves the right to deduct from the final support grant payment any other amount owed by the NPC.

If no deductions are made, Tokyo 2020 will wire the same amount as was received in Japanese yen (JPY) in the deposits. All refunds will be paid in Japanese yen (JPY). Tokyo 2020 is responsible for payment of bank charges related to refunds made to NPC incurred in Japan.

Tokyo 2020 will inform the NPC of the amount to be refunded, if any, and will make every reasonable effort to send refunds to the NPC no later than 30 November 2020.

9.5.6 NOC/NPC rebate

In cases where an NPC and its NOC counterpart order the same product for the same location in the Olympic/Paralympic Village for the Olympic/Paralympic Games, a rebate will be offered to the NOC and NPC.

NOCs and NPCs will receive a shared equal amount of the rebate, unless a request is made for either the NOC or NPC to receive the total amount. For the list of prices, please refer to page 57- 60 of the Rate Card catalogue.

Both the NOC and NPC will be required to check in and check out the items that they have ordered.

If an NPC wants to change the method for receiving the rebate, that request should be made only after the Inspection of Inventory (I&I) and up to 48 hours before the scheduled check-out date of the NOC.

The rebate will be paid after the Games together with the usage deposit refunds.

9.5.7 Games-time operations

The Rate Card desk will be located at the NPC Services Centre in the Paralympic Village.

After the Delegation Registration Meeting (DRM), Rate Card item check-in will be conducted at the same time as the Inspection of Inventory (I&I). NPC representatives must check that all ordered Rate Card items have been delivered and installed. NPCs are responsible for the loss, theft or damage of items after check-in. The same verification procedure will apply for Games-time orders.

Before departure, each NPC representative must oversee the return of each Rate Card item to Tokyo 2020 as part of the check-out I&I. Tokyo 2020 will issue a written statement of the return conditions during the check-out I&I. NPCs will be charged for any loss of or damage to items.

If the check-out procedure is not completed by the NPC, Tokyo 2020 reserves the right to conduct a damage assessment in the NPC's absence and charge NPCs for any loss or damage.

9.5.8 Settling accounts

Tokyo 2020 will make every reasonable effort to make usage deposit refunds no later than 30 November 2020. Please note that Tokyo 2020 has the right to use deposits to settle any other outstanding payments that NPCs may owe for other services received.

All electronic transfer rebates to NOCs and NPCs will begin after the end of the Paralympic Games.

9.6 Medical Services

9.6.1 Medical Services at Games-time

This chapter provides information on Tokyo 2020 medical services. Further information will be available in the Tokyo 2020 Healthcare Guide, which will be published in January 2020.

9.6.1.1 Dates of operation

The medical services operational dates at Tokyo 2020 competition and non-competition venues are listed below. Medical services will generally be offered during the pre-determined operational hours of the venues, but some services within the Paralympic Village Polyclinic, International Broadcast Centre (IBC), Main Press Centre (MPC) and Paralympic Family Hotel will be offered 24 hours a day.

Location		Operational dates
Paralympic Village	Polyclinic	18 August – 9 September 2020
	Village plaza	15 August – 9 September 2020
Track Cycling Accommodation		18 – 30 August 2020
Road Cycling Accommodations		18 August – 5 September 2020
Official training venues*		According to official training schedule (between 18 August and 6 September 2020)
Competition venues		According to competition schedule (between 25 August and 6 September 2020)
IBC and MPC		25 August – 10 September 2020
Paralympic Family Hotel		According to Paralympic Family Hotel operation schedule

* Includes competition venues where official training will take place.

9.6.1.2 Medical services at competition venues

Athlete medical services

At least one dedicated athlete medical station will be located at all competition venues. Each medical station will provide services such as first aid, emergency care and sports medicine to athletes, competition partners, team officials and technical officials.

Field-of-Play response

Field-of-Play (FOP) teams will provide first aid and emergency care to athletes, competition partners and team officials on the FOP should such services be required. If necessary, the patient will be taken from the FOP and transported to the athlete medical station, Paralympic Village Polyclinic or a designated Games hospital as appropriate. The order of response on the FOP and any decision-making will differ with each sport in accordance with the rules of the respective International Sport Federation (IF).

Medical services for other participants

All competition venues will have at least one spectator medical station to provide first aid and emergency medical services to spectators, Paralympic Family members, media, marketing partners and the workforce.

There will also be first responders making the rounds of the venues to assist with any medical situations that occur.

For advanced medical care, patients will be transported to designated Games hospitals depending on the patient's condition. However, spectators will be transported to local emergency hospitals.

Medical services will be provided to everyone else involved in the Opening and Closing Ceremonies including the performers.

9.6.1.3 Medical services at training venues

At least one medical staff member will be present at every training venue during official training sessions to provide first aid and emergency medical services to athletes, competition partners, team officials, technical officials and any others involved including training venue accreditation holders.

9.6.1.4 Paralympic Village

Paralympic Village Polyclinic

The Village Polyclinic will be located in the Resident Zone of the Paralympic Village and will be the main treatment provider for athletes, competition partners and team officials during the Games. The Village Polyclinic will be open from 18 August to 9 September 2020 from 07:00 to 23:00 with emergency services operating 24 hours a day.

Services in the Polyclinic will include:

- emergency services;
- orthopaedics (primary care and sports medicine for injury);
- internal medicine (primary care and sports medicine for illness);
- female athlete medicine (sports medicine for female athletes);
- dentistry;
- ophthalmology;
- specialised medical services;
- physical therapy, including cryotherapy (icing, ice bath);
- laboratory services;
- imaging; and
- pharmacy.

NPC team doctors will be able to prescribe medicine in the Paralympic Village Polyclinic and request imaging and laboratory testing.

Paralympic Village Plaza medical station

The Village Plaza medical station will provide medical services for Village guests during the Games. The medical station will be open from 15 August to 9 September 2020 from 09:00 to 21:00.

Track Cycling Accommodation

A medical station will operate from 18 to 30 August 2020 and will provide primary care and physical therapy services.

Road Cycling Accommodations

A medical station will operate from 18 August to 5 September 2020 and will provide primary care.

9.6.2 Insurance

9.6.2.1 Tokyo 2020 medical insurance

Tokyo 2020 will provide medical insurance to all NPC, accredited athletes, competition partners and team officials from 15 August to 10 September 2020. Medical insurance will cover the actual cost of medical services provided at medical facilities such as the designated Games hospitals during their stay in Japan within the aforementioned period.

Costs related to treatment of chronic diseases or pre-existing injuries shall be borne by patients themselves. (However, costs of treatment for the acute exacerbation of these conditions will be covered by Tokyo 2020 insurance.)

9.6.2.2 Personal medical insurance

NPCs should obtain private medical insurance for individuals and periods of time not covered by Tokyo 2020 medical insurance. Prior to travelling to Japan, NPCs should consult with an insurance professional for advice on medical insurance.

9.6.2.3 Repatriation insurance

Tokyo 2020 will provide repatriation insurance to all NPC, accredited athletes, competition partners and team officials from 15 August to 10 September 2020. This insurance covers the transport costs required to relocate the patient to their home address or to a hospital in their home country. In the event of death, the repatriation insurance will cover the cost of transporting the body home. Arrangements will be coordinated by Tokyo 2020.

9.6.2.4 Medical malpractice insurance

All Tokyo 2020 medical staff that are engaged in providing medical services at the venues during Games-time will be covered by malpractice insurance.

Tokyo 2020 assumes no responsibility for health care provided to NPC team members by NPC health care personnel. Tokyo 2020 will not provide malpractice or liability insurance for NPC health care personnel. It is the responsibility of each NPC to ensure that malpractice/liability insurance is in effect for their staff.

9.6.3 Medical transport

Ambulances staffed with at least one paramedic will be stationed at competition venues during medical services operational hours, and at the Paralympic Village 24 hours a day. Ambulance services will be on call at the Paralympic Cycling Accommodations.

Medical transport will be arranged by Tokyo 2020 Medical Services. Patients will be transported from the venues to the Paralympic Village Polyclinic or designated Games hospitals, as required.

9.6.4 Designated Games hospitals

The list of designated Games hospitals will be available on Tokyo 2020 Connect in Q3 2019.

If the necessary medical services cannot be provided at the Paralympic Village Polyclinic or at the venue medical station, the athlete or team official will be transferred to a designated Games hospital in central Tokyo or in the competition city.

9.6.5 Importation and exportation of medicines and medical equipment

NPCs are permitted to import medicines and medical equipment for use by their team doctors, through submission of an import application form (refer to chapter 4.8) to Tokyo 2020 and receipt of approval in advance.

However, NPCs should refer to the IPC Policy of Scientific and Medical Equipment at Paralympic Games, IPC Major Events and World Para Sport Competitions regarding items that will not be permitted to be brought into Japan. Please also note that medical cannabis may not be imported into Japan even if athletes hold a valid Therapeutic Use Exemption (TUE).

All medicines, except for those that have been consumed, must be exported from Japan upon departure.

Import and export application forms and the required procedures will be shared with NPCs at the Chefs de Mission Seminar in September 2019.

For more information regarding importation and exportation of medicines and medical equipment including the ones for personal use, refer to the Tokyo 2020 Customs and Freight Forwarding Guide, which is available on [Tokyo 2020 Connect](#). Information about medication and equipment for horses will be announced in October 2019 in the Veterinarian and Farrier Services Guide.

9.6.6 NPC medical staff

9.6.6.1 Registration of team doctors to practice in Japan

NPC team doctors must register in advance with Tokyo 2020 to provide medical services to members of their delegation during the Games. Registration is free of charge. Full details of the registration process will be sent to NPCs in August 2019.

To enable an NPC team doctor to provide treatment or medical services to members of other delegations, there must be a written agreement between the relevant NPCs. This agreement must be submitted to Tokyo 2020 Medical Services in advance.

In cases where it is necessary for NPC delegation members to be transferred to a hospital, an NPC team doctor may accompany the patient and discuss clinical management with the hospital medical team. The hospital medical team will provide treatment because NPC team doctors are not permitted to practice at hospitals in Japan. Upon discharge from hospital, clinical responsibility reverts to the NPC team doctor.

9.6.6.2 Registration of veterinarians

Full details on the registration process for team veterinarians will be announced in the Veterinarian and Farrier Services Guide, which will be published in October 2019.

9.6.7 Public health services

During Games-time, the following measures will be taken to ensure the good health of athletes, spectators, the workforce, and others that are essential to the Games:

- non-smoking policy at Tokyo 2020 locations with the exception of limited smoking areas at the Paralympic Village and other non-spectator venues;
- countermeasures against heat during Games-time;
- recommendation of vaccinations to prevent the spread of infectious diseases;
- promotion of countermeasures against infectious diseases and provision of supplies for personal protection;
- establishment of a collaborative system between Tokyo 2020 and public health centres to prevent the spread of infectious diseases;
- distribution of educational brochures and contraceptive supplies to combat the spread of sexually transmitted diseases; and
- promotion of measures to prevent the spread of disease by mosquitos.

Tokyo 2020 will provide information about infectious diseases in Japan to NPCs via [Tokyo 2020 Connect](#)

9.6.7.1 Public health surveillance

Any information related to public health that may have an impact on Games management will be collected on a daily basis during the Games by government agencies and Tokyo 2020, and communicated to the IPC through the Tokyo 2020 Main Operation Centre. Information will be collected in regards to infectious diseases, heat-related illnesses, air quality, water quality, radiation, food poisoning, weather, natural disasters, etc., to assist in decision making in regards to the continuation, postponement or cancellation of the Games.

9.6.8 IPC Medical Code and associated policies

Tokyo 2020 Medical Services will abide by the IPC Medical Code and associated policies such as those relative to Autonomic Dysreflexia/Boosting. The Medical Code and the policies are available on IPC's website (<https://www.paralympic.org/the-ipc/medical>). All teams must familiarise themselves with these documents before the Games.

9.7 Anti-Doping

9.7.1 Anti-Doping Programme

Tokyo 2020 is committed to delivering a world-class anti-doping programme during the Tokyo 2020 Paralympic Games. Under the direction of the IPC, the Tokyo 2020 Anti-Doping Programme will ensure that the integrity of sport is upheld, whilst protecting the rights and health of the athletes.

Tokyo 2020's Anti-Doping Programme will:

- share intelligence primarily with the IPC, but also with the World Anti-Doping Agency (WADA), International Sport Federations (IFs), National Anti-Doping Organisations (NADOs) and law enforcement agencies;
- conduct testing anytime and anywhere, without prior notice, from the opening of the Paralympic Village on 18 August 2020 until the Closing Ceremony of the Paralympic Games on 6 September 2020;
- implement in-competition testing (commencing 12 hours before an athlete's scheduled competition until the end of sample collection processes related to said competition) and out-of-competition testing (anytime outside of the in-competition testing period), as stipulated in the World Anti-Doping Code, International Standards and the IPC Anti-Doping Code;
- collect urine and/or blood samples;
- conduct doping control at any place including but not limited to; doping control stations at competition venues, the Paralympic Village and official accommodation;
- recruit highly-qualified Doping Control Station Managers (DCSMs), Chaperone Coordinators (CCs), Doping Control Officers (DCOs), and Blood Collection Officers (BCO) from Japan and overseas; and
- perform state-of-the-art analysis at the WADA-accredited laboratory dedicated to the Games.

9.7.2 Pre-Games education

Tokyo 2020 will provide information about the Anti-Doping Programme for the Games to NPCs in the Doping Control Guidebook.

In addition, Tokyo 2020 encourages each NPC to provide anti-doping education to their athletes, competition partners, athlete support personnel (such as coaches) and any medical staff in close collaboration with their NADO, Regional Anti-Doping Organisation, and/or National Federations. Each NPC should make sure to inform the above stakeholders of the following information:

- anti-doping rules and procedures that will be in place during the Paralympic Games;
- The 2020 Prohibited List International Standard;
- risks associated with supplement use;
- athlete whereabouts requirements;

- The International Standard for Therapeutic Use Exemption (ISTUE); and
- basic principles of anti-doping, to preserve Paralympic values.

Information about detailed procedures for TUE and athlete whereabouts will be provided in the Doping Control Guidebook.

In addition, any NPC medical doctors participating in the Games should be required to complete WADA's Sport Physician's Tool Kit and are required to agree to be bound by the Paralympic Movement Medical Code.

9.7.3 Games-time operations

9.7.3.1 Interpreters during the doping control process

Tokyo 2020 will recruit doping control personnel with a wide variety of language skills and endeavour to match languages to the anticipated needs of each sport.

If an athlete or their chosen representative does not speak English or the language of the DCO conducting the sample collection, Tokyo 2020 will arrange for Language Services volunteers or interpretation service over the phone to be provided during the doping control process. However, if an athlete or a support personnel prefers to use their own interpreter, they may have that interpreter accompany them instead.

Only one interpreter per athlete will have access to the doping control station and be allowed to participate in the entire doping control process, except for witnessing the urine sample provision by the athlete.

9.7.3.2 Food and beverages for athletes undergoing doping control

In accordance with the International Standard for Testing and Investigation, it is the athlete's responsibility to choose whether to consume food or fluids prior to providing a sample, and it is at their own risk if they do so.

Sealed water and beverages will be available for athletes in the doping control station. The athlete should always select the beverage themselves and ensure that it was sealed before drinking.

Food and the food ordering system are unavailable to athletes in the doping control station. An athlete may bring food into the doping control station or ask their support personnel to bring food from places such as the athletes' lounge, but consumption is at their own risk and is allowed only in the waiting room. Food consumption is prohibited in the processing room.

9.7.3.3 Transport following completion of doping control

Transportation from the competition venue to the Paralympic Village will be available for athletes and representatives after they have completed doping control.

If an athlete is residing outside of the Paralympic Village, it will be the responsibility of the NPC to provide transportation for the athlete to return to their accommodation.

9.7.4 Testing Requests for National/Regional Records

Tokyo 2020 will conduct doping control to ratify world records if required by the IF. Doping control is not mandatory to ratify a Paralympic record.

In order for other records (ie. National records) to be ratified, a test may be requested by the athlete, athlete support personnel, or NPC. The cost for such test must be paid by the requesting party.

The procedure for making testing requests and payments will be provided to NPCs before the Games.

9.7.5 Therapeutic Use Exemptions

Athletes competing in the Paralympic Games must have a Therapeutic Use Exemption (TUE) certificate for permission to use substances or methods for therapeutic purposes that are included in the WADA Prohibited List. A TUE for the Games will be granted or recognised in accordance with the IPC Anti-Doping Code, and in line with the WADA International Standard for TUEs (ISTUE).

All athletes participating in the Tokyo 2020 Paralympic Games will be “International Level Athletes” as defined by the IPC Anti-Doping Code for the duration of the Games. Further details will be provided in the Doping Control Guidebook..

9.7.6 Catheter or drainage system

The catheter or drainage system is **NOT** a required part of sample collection equipment to be provided by Tokyo 2020; it is the responsibility of the Athlete to have the necessary equipment available for this purpose.

9.8 Insurance

Tokyo 2020 will provide vehicle insurance (see section 9.8.3) and medical insurance (see section 9.6.2.1) for NPCs.

Additionally, NPCs are recommended to have:

- Commercial General Liability Insurance,
- Property All Risks Insurance for personal and NPC belongings,
- Medical Treatment and Repatriation Insurance for the period outside what is covered

9.8.1 Property damage insurance

Tokyo 2020 does not provide insurance to cover NPC/personal property or equipment and accepts no responsibility for any loss or damage to any such equipment while:

- in transit to any Paralympic venue or Paralympic Village;
- in use during training or competition; and
- in storage at a venue, hotel or at an Paralympic Village.

9.8.2 Liability insurance

Tokyo 2020 will not provide liability insurance for NPCs, nor does it assume responsibility for the conduct of NPCs, their athletes, competition partners or team officials.

9.8.3 Vehicle insurance

All vehicles supplied by Tokyo 2020, including Rate Card and NPC dedicated vehicles, will be provided with adequate insurance including coverage for third party liability (bodily injury and property damage), bodily injury to drivers and passengers, and physical damage to the vehicle. Insurance for personal property and baggage is not included.

The coverage for the vehicle will be provided throughout the operation period of the vehicle.

Each NPC must provide Tokyo 2020 with the names of all individuals who will be driving NPC dedicated vehicles and Rate Card vehicles.

Conditions that could invalidate the insurance include:

- driving under the influence of alcohol or drugs;
- drivers who do not have a valid driving licence;
- reckless use of a Tokyo 2020 vehicle to intentionally cause loss or damage;
- damage resulting from fights, suicidal conduct or criminal acts; and
- damage due to disorders of the brain or insanity.

NPCs will be held responsible for the total cost of any loss or damage if the insurance coverage is invalidated by any of the situations listed above. A damage deposit will be included in the rental fee of NPC Rate Card vehicles, which will be used to offset the costs incurred by any damage.

Any fines or fees associated with driving offences will be the full responsibility of the individual driving the vehicle in question.

9.9 Ticketing

9.9.1 Tokyo 2020 Ticketing Programme principles

The key objective of the Ticketing Programme is to guarantee an integrity-based programme committed to achieve full stadia at all venues and provide a “once in a lifetime experience” for the spectators.

9.9.1.1 Appointment of an Authorised Ticket Reseller by NPC

As a representative of the Paralympic movement in its own territory, each NPC is entitled to choose whether to appoint an ATR or be serviced by the IPC Global ATR (IPC GATR) to service the public in its territory.

If the NPC decides to appoint an ATR, the NPC and appointed ATR must provide the required documentations and go through an evaluation process. After the appointed ATR is approved by Tokyo 2020 and IPC, the Ticket Sales Agreement will be signed by all parties (NPC, ATR, Tokyo 2020 and IPC) and the NPC and/or ATR will have direct access to the Tokyo Client Ticket Portal (CTP) to request and manage the NPC Family and Public ticket allocation for its territory. NPCs with appointed ATRs are required to service the NPC Family and the general public in its Territory.

If the NPC decides not to appoint their own ATR, the NPC, its key clients' and its general public's ticket requests will be done through the IPC GATR.

NPCs and their general public serviced by IPC GATR must refer to the IPC GATR website for ticket request, confirmation, payment, collection and timeline information.

The information provided below is relevant only for NPCs that choose to be directly serviced by Tokyo 2020 with their own appointed ATR.

9.9.1.2 NPC and ATR responsibilities

NPCs and their Authorised Ticket Resellers (ATR) are responsible for making their best effort to ensure that every ticket purchased will be used by taking full advantage of the redistribution options made available by Tokyo 2020.

NPCs are fully responsible for the ticketing programme in their territory, including the actions of their ATR, if they have appointed one.

It is the responsibility of the NPCs/ATR to ensure that every ticket allocated is used and managed in accordance with the policies and procedures of the Tokyo 2020 Ticketing Programme. Furthermore, it is essential that NPCs/ATR leverage all official redistribution options to ensure that tickets do not go unused or fall into the hands of ticket scalpers and/or brokers.

9.9.1.3 Programme main rules

Tokyo 2020 requires NPCs/ATRs to comply with the Fundamental Rules that are listed in Clause 6.1 (b) of the Ticket Sales Agreement (TSA).

- (i) it shall not acquire Tickets from any source other than through Tokyo 2020;
- (ii) it will not sell or distribute Tickets in any countries other than the Territory to which the Tickets are originally allocated;
- (iii) it will sell Tickets only to its designated Client Group;
- (iv) it shall not sell nor distribute Tickets to third parties for the purpose of the resale of those Tickets by such parties;
- (v) the promotion of any third party or of any product or service in connection with the sale of Tickets is expressly prohibited; and
- (vi) it shall not sell or distribute Tickets bundled with tickets for Tokyo 2020 Olympic Games.

9.9.2 Client Ticket Portal

NPCs with appointed ATRs which opt to be serviced directly by Tokyo 2020 will have access to the Client Ticket Portal (CTP), a secure, user-friendly online system developed by the Tokyo 2020 ticketing system supplier. It will be used to place ticket requests for NPCs with appointed ATRs for specific Games sessions, manage allocations and access documents provided by Tokyo 2020.

As ATRs are required to service the NPC Family and the general public in its Territory, two different accounts are to be created on the CTP for the NPCs with appointed ATRs:

- NPC Family; or
- General Public.

Ticket orders on CTP for these groups must be placed using separate accounts, even if the same user will manage ticket requests for both groups.

9.9.3 Ticketing allocations, payments and collection for NPCs with appointed ATRs

9.9.3.1 Ticket allocations

Tokyo 2020 had confirmed NPCs, which appointed ATRs to purchase tickets directly from Tokyo 2020, the number of initial ticket allocation in August 2019. These NPCs and ATRs are currently able to make additional orders or place requests on the waiting list until 12 December 2019. Dates may be subject to change.

Allocation Timeline for NPCs with Appointed ATRs

Date*	Activity
August 2019	Confirmed Initial Allocation announcement
January 2020	Deadline for NPCs/ATRs to return 15 per cent of the number of tickets allocated at Confirmed Initial Allocation and make additional orders
February 2020	Confirmed Final Allocation announcement

*Please refer to [Tokyo 2020 Connect](#) for the latest key dates

For ticket requests after the final allocation, see section 9.9.8.

9.9.3.2 Payments

NPCs with appointed ATRs, will receive two invoices for the payment of the allocated tickets issued through the CTP. Invoices will be issued for each NPC or ATR's account (NPC Family and Public). In cases where an ATR manages multiple accounts and/or territories, the invoices for these ATRs will not be consolidated into one invoice.

Payment Timeline

Date	Payment
October 2019	First payment of 50 per cent of the Confirmed Initial Ticket Allocation due for payment to Tokyo 2020
March 2020	Remaining balance after Confirmed Final Allocation due for payment to Tokyo 2020

9.9.3.3 Ticket collection

Tickets will be distributed to NPCs and ATRs by Tokyo 2020, starting from June 2020, at the Ticket Distribution Centre (location to be determined). NPCs and ATRs will be able to make an appointment for ticket collection. For smaller NPCs and ATRs with a limited number of tickets, collection may be arranged closer to Games-time on a case-by-case basis.

NPCs and ATRs will need to ensure collection of their ticket allocation. After collection, tickets are the sole responsibility of the NPC and ATR. Any lost or stolen tickets will not be reissued.

Authorisation for ticket collection

The Primary Contact individual for ticketing (as listed in the Tokyo 2020 Client Ticket Portal, CTP) is authorised to pick up the tickets. They may also delegate another individual to pick up the tickets by sending the name of the authorised individual(s) and the organisation prior to the collection of tickets. Further details regarding Ticket Collection will be provided by Tokyo 2020 at a later date.

A proof of identity (passport or photo ID), Power of Attorney, and the booking confirmation number must be presented in order for the tickets to be released. The booking confirmation number alone will not be accepted.

9.9.4 Tickets

9.9.4.1 Ticket types

1. Souvenir ticket

Souvenir Tickets will be issued for orders prior to Confirmed Final Allocation.

2. Thermal ticket

Thermal Tickets will be issued for tickets purchased at Ticket Box Offices and Key Client Service Centre (KCS) and Main Ticket Centre.

3. Home print Ticket

Purchasers will be responsible for printing their own tickets.

4. Mobile ticket

Tokyo 2020 is discussing whether to provide Mobile tickets with a QR Code that will be displayed on purchaser's smartphone screens. Further information will be provided to clients after the decision is made.

9.9.4.2 Barcode and QR code scanned ticketing

Tickets will have barcodes for access verification at every venue. Barcode technology allows for convenient online end-to-end ticket management options, such as ticket resale and exchange between clients. It will also alert Tokyo 2020 and the IPC as to which tickets are unused.

9.9.5 Session delays and cancellations

Tokyo 2020 will make reasonable efforts to communicate competition session delays or postponements to clients. Customers holding tickets for a delayed session will not be eligible for a refund and there will be no ticket exchange for another session.

If a session is cancelled, Tokyo 2020 will make reasonable efforts to communicate such cancellation in advance to the purchasers. In the case of cancellation, clients will be able to apply for a refund.

9.9.6 Redistribution services

For each of the redistribution services listed below, the physical tickets must be returned to Tokyo 2020. Detailed information about the redistribution services tools are available on the Paralympic Ticket Sales Guide and the CTP User Guide, both available for download on CTP.

9.9.6.1 Ticket returns

NPCs and ATRs will be permitted to return up to 15 per cent of their Confirmed Initial Allocation ticket amount. Deadline for this return will be January 2020.

9.9.6.2 Ticket transfers

NPCs and ATRs will be able to transfer tickets to other NPCs and ATRs through the CTP starting in September 2019. Additional information on when the transfer will be available across other client groups will be confirmed and provided at a later date.

9.9.6.3 Ticket returns on consignment

Also, in September 2019, Tokyo 2020 will offer the opportunity for NPCs and ATRs to post tickets for consignment resale through the CTP. Tickets will be available for other clients to purchase and, once the resale is confirmed, the NPC and ATR will receive the ticket refund.

9.9.6.4 Ticket donations

The Tokyo 2020 Donor Programme will begin after seat assignment has taken place. NPCs and ATRs will be able to donate unwanted tickets to charitable or social organisations to be defined later by Tokyo 2020.

The Games-time redistribution service details will be announced by Tokyo 2020 at a later date.

9.9.7 Tokyo 2020 Prime Events

No events have been designated as Prime Events at the Tokyo 2020 Paralympic Summer Games. Tokyo 2020 and the IPC, however, reserve the right to implement access control to the Paralympic Family lounge at the venue in case (during the Games) an event is determined to be a high demand event.

9.9.8 Games-time ticket sales

In December 2018, Japan's parliament passed new legislation that will prohibit ticket scalping for concerts and sports events. The law went into effect on 14 June 2019. Penalty for violating the law is jail time of up to one year and/or fines of up to one million JPY, or both.

For sales of tickets by NPCs and ATRs in Japan during Games-time, rules will be determined after the implementation of the legislation. Further information will be announced at a later date.

9.9.8.1 Games-time purchase locations

At Games-time, tickets to any available sessions can be purchased at several locations detailed below, by either VISA card or in cash (JPY only).

Paralympic Village

Tokyo 2020 plans to offer an enhanced level of ticketing services at the ticket office located in the Paralympic Village.

Key Client Servicing Centre (KCS)

At Games-time, Tokyo 2020 will offer ticketing services at the Key Client Servicing Centre, of which the location will be announced at a later date. This service will be for the exclusive use of key clients and will be accessible by appointment only.

Competition Venues and Main Ticket Centre

Ticket Box Offices, which will operate on competition days at the relevant venues and the Main Ticket Centre, of which the location will be announced at a later date, will sell tickets for all available sessions.

9.9.9 Ceremony tickets for accredited delegates

For information regarding Opening and Closing Ceremony tickets for NPC Presidents and Secretaries General and their accompanying guests, see section 10.6, and for dignitaries and their accompanying guests, see section 11.8.

9.9.10 NPCs' exclusive ticketing programmes

Tokyo 2020 Ticketing will offer programmes that are specific to NPCs and their unique needs in order to provide them with increased, no-risk access to their own athletes/teams events.

9.9.10.1 Different Discipline Athletes

To enhance the athlete experience, Tokyo 2020 will offer Different Discipline Athlete (DDA) tickets, similar to previous Paralympic Games. The DDA ticketing programme allows athletes and team officials to watch competitions of disciplines other than their own free of charge.

Upon presentation of their accreditation, athletes and team officials may access the athletes' stand to watch competitions of their own discipline(s) without tickets. DDA tickets will be required to watch competitions of discipline(s) different from their own. DDA tickets are available for all sport disciplines in almost all competition venues.

NPCs will be able to request DDA tickets through the DDA ticket request system, which is currently being developed by Tokyo 2020. The number of DDA tickets will be limited and demand is expected to exceed supply for many venues. NPC Services will allocate DDA tickets, taking multiple factors into consideration, such as, seating capacity, delegation size and NPC participation in the relevant discipline or sport. Chefs de Mission, or their ticketing proxy card holders, will be able to collect DDA tickets from the NPC Services Centre in the Paralympic Village and Paralympic Cycling Accommodation.

9.9.10.2 Follow-My-Team

Follow My Team (FMT) ticket packages allow NPCs to secure a limited number of tickets for all matches of a particular team. FMT packages are offered to NPCs for their own participating teams.

The table below shows the five sports for which FMT packages will be offered, as well as the number of tickets available per sport (only available for NPC ATRs on the CTP and through the IPC GATR). The numbers will be available shortly and will be determined by Tokyo 2020 based on venue capacity and the demand for particular sports. Tickets will be sold at face value with no mark-up.

Two types of packages will be offered for purchase for NPCs and ATRs through the CTP and by the IPC GATR:

- Preliminaries: This package contains tickets for each team's preliminary sessions and guarantees NPCs tickets for each group stage session in which their team competes.
- Finals: This package contains tickets for the knockout stages of quarterfinals, semi-finals and the final match. Whenever the team wins a knockout match, NPCs will be allocated tickets for the following match.

Sport	Package Type	Venue
Football 5-a-side	Men's Preliminaries Men's Finals	Aomi Urban Sports Park
Goalball	Men's Preliminaries Men's Finals Women's Preliminaries Women's Finals	Makuhari Messe Hall C
Sitting Volleyball	Men's Preliminaries Men's Finals Women's Preliminaries Women's Finals	Makuhari Messe Hall A
Wheelchair Basketball	Men's Preliminaries Men's Finals Women's Preliminaries Women's Finals	Musashino Forest Sport Plaza Ariake Arena
Wheelchair Rugby	Mixed Preliminaries Mixed Gender Finals	Yoyogi National Stadium

9.9.10.3 Athletes Family and Friends Tickets

Tokyo 2020 will provide an Athlete' Family and Friends (AFF) Programme for all NPCs. The programme will guarantee a certain number of tickets per session in which an athlete is competing.

Prior to the start of the Games, after it has been confirmed in which sessions athletes will compete, athletes, their families and friends will have the opportunity to purchase tickets through their relevant NPC and/or ATR. In addition, for later qualifying stages, the availability of tickets will be linked to the participation of the athlete, as confirmed through the Tokyo 2020 sport results system.

Generally, athletes will have access to the purchase of two tickets for each session in which they will be competing. However, some selected sessions will have an exception of only one ticket per session offered due to the high number of participating athletes and the venue capacity. Further details about the programme will be presented to NPCs at the Chefs de Mission Seminar.

9.9.11 Reconciliation

Returned, consigned, and transferred tickets will be reimbursed as credit to the CTP account of NPCATR. Unused credits in an account will be reimbursed to the NPC or ATR at the end of November 2020.

If an individual session of the Games is cancelled, Tokyo 2020 will refund the amount paid for the ticket by the NPC or ATR at the end of November 2020.

9.10 Press Operations

9.10.1 Role of Press Operations

Tokyo 2020 Press Operations is responsible for planning, delivering and managing all services and facilities for the anticipated 2,000 accredited written and photographic press and non-rights holding broadcasting organisations, to enable them to cover the Paralympic Games in an efficient manner.

9.10.2 Press Accreditation

In May 2019, the IPC and Tokyo 2020 conducted the first phase of the accreditation process, Press by Number, which concluded on 26 July 2019.

NPCs are not permitted to allocate accreditation to any member of a non-rights holding broadcasting organisation either in the ENR or any other category unless they work in a written journalism capacity (i.e. website only) or are approved by the IPC. For consideration, any ENR accreditation requests must be sent to the IPC Media Operations team.

The IPC has directly accredited the IPC recognised press and photo agencies (Associated Press, Agence France-Presse, Thomson Reuters, and Getty Images), as well as the national host news agency of the Paralympic Games Tokyo 2020, Kyodo News.

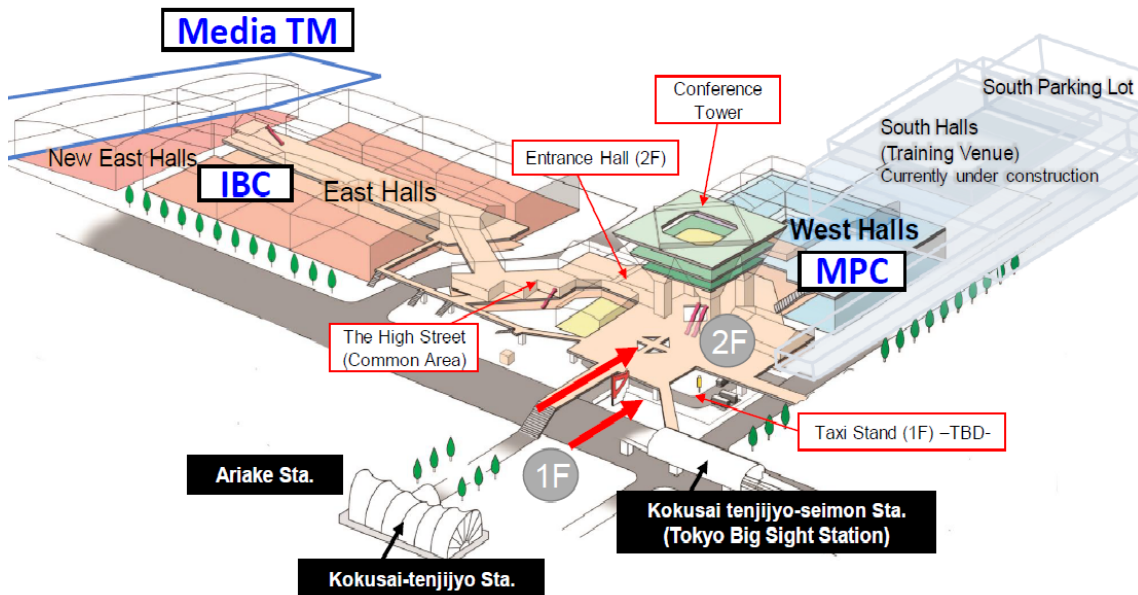
The Press by Name stage is where the names and personal information of the accredited individual media professionals within each organisation are submitted to Tokyo 2020. Pre-Valid Cards will be produced and distributed to NPCs for onward distribution to each press organisation, prior to travel to Japan for the Games.

Press Accreditation Timeline

Date	Activity
2 March 2020	Press by Name Accreditation Manual and associated materials distributed to NPCs and IPC. Online system for Press by Name application submissions launched
15 May 2020	Deadline to submit Press by Name applications
15 June to 10 July 2020	Paralympic Identity and Accreditation Card (PIAC) in Pre-Valid Card (PVC) format distributed to NPCs, IPC and International News Agencies.
24 April to 6 October 2020	PVC acts as a visa for entry into Japan, for a maximum stay of 90 consecutive days

9.10.3 Main Press Centre

The Main Press Centre (MPC) will be located within the secure perimeter at Tokyo Big Sight (Japan's largest international exhibition centre). The International Broadcast Centre (IBC) will also be located in the same complex as the MPC, but in a separate building.



Main Press Centre Timeline

Date	Activity
22 – 24 August 2020	Soft opening
25 August to 6 September 2020	16-hour operations (08:00 – 24:00)
7 – 9 September 2020	Bump-Out period

The MPC will consist of two areas: the West Halls and the Conference Tower.

Location		Services
West Halls	1st floor (main floor)	Private Offices, Main Help Desk, Accommodation (ACM) Desk, Arrivals and Departures (AND) Desk, Transport (TRA) Desk, Marketing Partners Desk (TBD), Press and Photo Workrooms, Press Workroom Help Desk, Photo Workroom Help Desk, Photo Services Centres, Professional Photo Shop, Technology Help Desk (TBD), Internet Lounge, IPC Communication Office, IPC Ticketing Office
	2nd floor (high street) common area for both press/photo and broadcasters	ATM, Bank, General Store, Tokyo 2020 Official Shop, Postal Services, Courier Counter, Logistics Counter, Laundry & Cleaning, City Information, Massage Room, Sustainability Office
	4th floor	Private Offices, Rate Card Desk, Service Centre Desk
Conference Tower	6th floor	1 Mid-sized Conference Room (150 seats) 1 Small-sized Conference Room (70 seats) Press Conference Booking Office (PCBO)
	7th floor	Main Conference Room (300 seats)

9.10.3.1 West Halls

The West Halls 1st floor will function as the MPC's main floor. It will feature fully equipped press and photo workrooms. Furthermore, Photo services centres, private offices, IPC offices and Tokyo 2020 Press Operations offices will also be located there. People can also gain access to the 1st floor from the main entrance on the 2nd floor.

Press and Photo Workrooms

The main floor of the MPC will feature integrated press and photo workrooms with approximately 800 seats (TBD) in total.

The workrooms will be equipped with power outlets and both cabled and Wi-Fi connections, and they will be available on a first-come, first-served basis.

Both types of workrooms will feature TV monitors that will air the live feeds of competitions, and Info terminals with networked printers.

Press and Photo Workroom Help Desk

Press and Photo Workroom Help Desks will provide general assistance to those working in those respective areas. Lockers will also be available, keys can be picked up at the respective Help Desk. Accredited photographers will be able to receive operational information and advice at this Desk.

Photo Services Centres

The Photo Services Centres will offer dedicated support to accredited photographers. Canon, Nikon, Panasonic and Sony will provide comprehensive professional services for photographers, including photographic equipment maintenance and minor repairs by engineers, as well as camera and lens rental services.

9.10.3.2 Conference Tower

The Conference Tower will be located on the 6th and 7th floors of the MPC.

There will be three press conference rooms:

- Main Conference Room – 300 seats
- 1 Mid-sized Conference Room – 150 seats
- 1 Small-sized Conference Room – 70 seats

In addition, one-to-one interview rooms and green rooms will also be provided. Simultaneous interpretation will be available at the Main and Mid-sized Conference Rooms, and consecutive interpretation at the Small-sized Conference Room.

Booking for all conference and interview rooms will be managed by the PCBO (Press Conference Booking Office), which will be located on the 6th floor of the Conference Tower. NPCs wishing to hold a press conference should fill in a request form and send it to the booking office by 16:00 the previous day (TBD). Exceptions will be managed on a case-by-case basis, as the need for unplanned press conferences may arise. More information on this procedure will be made available in the Chefs de Mission Manual.

9.10.3.3 Access

Both press (all E-categories) and broadcasters will have access to the MPC, as well as any accredited individuals with MPC access on their PIAC. Individuals accredited for the MPC can request a Guest Pass for visitors who do not have a PIAC, provided that they can provide a valid reason for the entry of the guest.

Guest Passes

Guest Passes can be requested from the Guest Pass Office at the Media Accreditation Centre, at least 24 hours prior to the visit of the guest. All Guest Passes are valid for only the day that they were issued for and are non-transferable.

Athletes and team officials attending press conferences

All athletes will have the MPC code on their PIAC, allowing them access to the MPC. If a NPC wants to bring individuals without MPC access on their accreditation to a press conference, a Guest Pass can be requested at the time of booking the press conference.

Athletes attending press conferences at the MPC will be able to use the TM between the Paralympic Village and the MPC. If NPCs want to use their dedicated vehicles for this transfer, they will require an appropriate VAPP for the MPC.

9.10.3.4 Language services available at the MPC

Either simultaneous or consecutive professional interpretation services will be provided for press conferences at the MPC in the following languages plan:

- For Main Conference Room (S.I.)

English (mandatory) plus a maximum four languages from among Japanese, French, Spanish, Chinese (Mandarin), Russian and Portuguese.

- For Mid-sized Conference Room (S.I.)

English (mandatory) plus maximum of three languages from among the above-listed six.

- For Small-sized Conference Room (C.I.)

- English (mandatory) plus one language from among the above-listed six.

Communication assistance will also be provided by language volunteers at the MPC's main help desk and private offices.

Professional interpreters at Games-time will be available from 25 August 2020.

9.10.3.5 Transport and parking at the MPC

The Media Transport Mall (MTM), located next to the East Halls where the IBC is situated, will be the main transport hub for media using the transport system for media (TM). The TM will provide transport services between the Media Transport Mall, competition venues (with a few exceptions), Paralympic Village, designated meeting points for press accommodations, and the Central Terminal at the MPC. Accessible Transport Service will also be provided.

Arrivals and Departures transport services for Narita International Airport and Tokyo International Airport (Haneda Airport) will be provided. Please note these services may differ depending on the service period.

The MPC will have a parking lot with approximately 200 parking spaces (TBD) in total.

9.10.4 NPC Press Attaché

The role of the Press Attaché is to assist in the efficient flow of their NPC athlete through the press section of the Mixed Zone, offering as many interview opportunities as possible with the press.

Mixed Zone access for NPC Press Attachés will be granted in accordance with the rules established by the IPC.

For the operations of the Mixed Zone, the IPC will issue registered and approved NPC Press Attachés with an armband, which will act as a supplementary access device for the Mixed Zone. This device will not be transferable. Only Press Attachés wearing the required armband will be permitted to work on the athletes' side of the press section of the Mixed Zone during the period when athletes of their nation are competing. Press Attachés will enter the athlete side of the Mixed Zone at the access point located between the broadcast and press Mixed Zones. Press Attachés are not permitted in the broadcast Mixed Zone, unless requested by the Olympic Broadcast Services (OBS).

9.10.4.1 NPC Press Attaché briefing

IPC Media Operations will conduct a dedicated briefing for NPC Press Attachés before the start of the Paralympic Games. This briefing will take place at the MPC and the date will be provided by the IPC, closer to the start of the Games. All NPC Press Attachés are advised to attend the briefing.

9.10.4.2 High Demand Events

Some events are deemed High Demand by the IPC. For these events, in addition to a valid accreditation, a High-Demand Event ticket will be required to access the venue. Only E, EP, and ET accredited media are eligible to receive tickets for High-Demand events. Accredited press personnel can obtain these tickets through their responsible NPC press attaché.

Tickets are free of charge and will be distributed to NPCs at the IPC Communications office in the MPC. Full details of the IPC's policies for press ticketing and the events designated as High-Demand will be available closer to the Games.

9.10.5 Venue Media Centres

All competition venues and the Paralympic Village will have a Venue Media Centre (VMC) that will provide workspaces and services for members of the press and photographers covering the Games. The media may use the VMCs on a first-come, first-served basis. Some of the services offered at the VMCs include:

- Help Desks;
- free internet connectivity;
- desks equipped with cabled Internet and power outlets;
- Info terminals and printers;
- Inter-Venue CATV;
- lockers for photographers and journalists; and
- pigeon-holes with printed start lists and other releases.

9.10.5.1 Operation dates and hours

The VMC will open one day before the first day of competition (or on the first day of official training at that venue) and will close on the last day of competition at that venue.

On non-competition days, the VMC will be open from 09:00 to 18:00. On competition days, the VMC will open two hours before the start of the competition and will close two hours after the competition has concluded. On official training days, it will be open from one hour before until one hour after the end of the training session.

9.10.5.2 Training venues

There will be no VMC or dedicated workroom facilities at the training venues. However, written press and photographers will be able to access the dedicated press areas only during open training sessions to view training, take photos and interview the athletes.

9.10.5.3 Media Centre at the Paralympic Village

The VMC at the Paralympic Village will be located inside the Village Plaza and will be the standard facility providing services for press. It will be open from 09:00 to 21:00 (TBD) from 18 August until 5 September 2020 except on the Opening and Closing Ceremony days .

The VMC will have a press conference room, two workrooms and three interview rooms. NPCs wanting to hold press conferences or use the interview rooms in this space will need to make a booking at the VMC help desk at the Paralympic Village.

Paralympic Village media tours

The IPC, in conjunction with Tokyo 2020 Press Operations and the Olympic Broadcasting Services (OBS), will organise official media tour of the Paralympic Village a few days prior to the Opening Ceremony. The exact date will be confirmed later.

These tours will be the only opportunity for the media to access the Paralympic Village residential zone. Press and broadcasters will be informed about the tours through dedicated media communications posted on Info. Media that intend to participate should register at the MPC and IBC's main help desks.

9.10.6 Mixed Zones

A dedicated area close to the field of play will be set up at each competition venue to provide an opportunity to all written press to conduct brief and informal interviews with athletes immediately after they compete.

The press Mixed Zone interviews will immediately follow the broadcast Mixed Zone interviews.

Services offered in the Mixed Zones include:

- In-Venue CATV;
- microphones and speakers (at some of the venues);
- risers to improve the operations and visibility of the area at the busiest mixed zones (at some of the venues).

9.10.6.1 Order of interviews

Separate designated areas within a Mixed Zone will ensure that interviews are conducted in the following order:

Broadcast Section

1. Live unilateral television
2. OBS Content+
3. Additional live unilateral television
4. Live unilateral radio
5. ENG and Radio-Rights Holding Broadcasters

Press Section

1. IPC-recognised world news agencies (AP, AFP, Thomson-Reuters), host country agency (Kyodo News) and OIS
2. Press

OIS Flash Quote reporters will be permitted to work from designated sections of the Mixed Zones, under the direction and approval of the Mixed Zone supervisors.

9.10.7 Olympic Information Service

The Olympic Information Service (OIS) is a professional sports reporting and information service that is designed to keep the accredited media informed and to help them achieve the best possible coverage of the Paralympic Games.

At the Tokyo 2020 Paralympic Games, the OIS will be delivered as a turnkey solution by the IOC, in line with Olympic Agenda 2020 Proposal 2.3.

Because press accreditations at the Games are limited, not all news organisations will have the staff numbers necessary to follow all of their country's athletes across all venues. Similar to an international news agency, OIS is a valuable tool for the press, allowing journalists to follow events and developments that they may have missed during the day.

During the Games, OIS generates reports such as news articles, sport previews and reviews, flash quotes and press conference highlights. To further assist the press, OIS also provides a broad range of background information such as athlete biographies, historical results, facts and figures, and statistics on the various sports and disciplines.

OIS news is presented without bias or favour and is independent of all external influence. The service is run by experienced and professional journalists to ensure accuracy, thoroughness, consistency and speed. OIS reporters will be reporting from every venue and will be interviewing athletes from the Mixed Zone. They will be identifiable by their uniform and armband.

All information gathered and published by OIS can be accessed through Info+, a web-based platform available on dedicated terminals located throughout the Paralympic venues.

The myInfo service is the remote version of the system and is accessible on personal devices such as computers, tablets and smartphones with a secure sign-in. It offers additional options of customisation, enhanced navigation, live scores and the ability to cut and paste text.

For the Tokyo 2020 Paralympic Games, Info+ will go live on 20 August 2020.

In addition, OIS will provide a high-quality image service by professional photographers and editors called OIS Photo Service.

9.11 Tokyo 2020 Brand

9.11.1 Brand protection

NPCs should be aware that the Paralympic brand is protected by law (trademark, copyright and unfair competition) in order to prevent ambush marketing.

NPCs and their sponsors must comply with these laws in Japan. More details are available on the Tokyo 2020 website at <https://tokyo2020.org/en/copyright/>.

Tokyo 2020 is responsible for addressing ambush marketing and dealing with any infringement of legal rights in Japan. If infringements occur in Japan or other territories, Tokyo 2020 will work with the IPC and the relevant NPC to resolve the issue. If an NPC learns about a rights infringement, it should be reported to:

brandmanagement@tokyo2020.jp.

9.11.2 Tokyo 2020 brand use

9.11.2.1 Tokyo 2020 Brand use

NPCs are entitled to use Tokyo 2020's brand assets in compliance with the relevant guidelines. After NPCs have agreed to the brand use terms and conditions, the mark/marks can be downloaded from the Branding Materials section on [Tokyo 2020 Connect](#)

Official Tokyo 2020 Paralympic Games Emblem



Tokyo 2020 Paralympic Mascot



Tokyo 2020 Games signature (previously named Wordmark)

TOKYO 2020

Tokyo 2020 Paralympic Pictograms



NPCs should refer to the following guidelines when using the Tokyo 2020 brand assets:

- Paralympic Games Tokyo 2020 Emblem Usage Guidelines for National Paralympic Committees; and
- Tokyo 2020 Paralympic Games Sport Pictogram Guidelines for National Paralympic Committees.
- Tokyo 2020 Paralympic Games Mascot Design Guidelines for National Paralympic Committees.
- the IPC Manufacturer Identification Guidelines – Tokyo 2020 Paralympic Games (available at https://www.paralympic.org/sites/default/files/document/181205104917363_2018_10+IPC+Manufacturer+Identification+Guidelines+General+Principles.pdf).
- Any other guidelines on the use of Tokyo 2020 brand asset, issued by Tokyo 2020.

The following table gives an overview of the permitted uses of Tokyo 2020's brand assets:

Tokyo 2020 marks	Official team kit	Merchandise (including replicas and kits)	Editorial / online use
Emblem	✓ (absolutely must appear alone on competition uniforms)	×	✓
Games signature	✓	×	×
Pictograms	×	×	✓
Mascot	×	×	✓

To use the Tokyo 2020 Games signature and/or emblem on team uniforms, sportswear, accessories, equipment, or websites etc., the following conditions apply:

- it is forbidden to associate the Tokyo 2020 Games signature with an Identification of the Manufacturer
- The Tokyo 2020 emblem may be used on both competition wear, and NPC clothing, and must absolutely appear alone. It is forbidden to associate the Tokyo 2020 emblem with any other Authorised Identification (such as an Identification of the Manufacturer or a NPC emblem or IF identification).
- When used in conjunction with the NPC emblem or IF identification, the Tokyo 2020 Games signature should be positioned under the NPC emblem or IF identification with a distinctive gap or separation between the Tokyo 2020 Games signature and the NPC emblem or IF identification or separated by a small dividing line. The Tokyo 2020 Games signature can only be reproduced in its entirety as defined in the Mark/Marks Usage Guidelines or in a generic font (i.e. Arial, Helvetica, etc.). Even if the Tokyo 2020 Games signature and the NPC emblem are used together, it does not constitute a new emblem by itself, and neither should be used in replacement of Tokyo 2020's emblem to represent the Tokyo 2020 Paralympic Games on websites, etc.
- The Tokyo 2020 emblem and Games signature can be used in only once per piece of clothing with a maximum size of 30 cm².
- NPC clothing with the Tokyo 2020 Games signature or emblem cannot be sold as merchandise.

9.11.2.2 Official team kit

The NPC is responsible for ensuring that all items worn or used by their athletes and team officials comply with the IPC Manufacturer Identification Guidelines – Tokyo 2020 Paralympic Games (available at www.paralympic.org).

The IPC has set up a procedure for items to be reviewed and shall offer assistance to NPCs. The submission process will be coordinated via a specific module of the IPC Sport Data Management System (SDMS). To upload any visual examples for IPC pre-inspection, please visit <https://www.paralympic.org/sdms>, entering the access codes used by the NPC Primary User for SDMS.

As in previous Games, the pre-inspection process is not mandatory, but NPCs are highly encouraged to use the tool in order to minimise any possible Games-time issues. Once a submission has been made through the online tool, NPCs will be noticed of the “reviewed” or “non-compliant” status of their submitted Items.

Before the Opening Ceremony, the IPC will conduct mandatory uniform inspections in the Paralympic Village. Opening and Closing Ceremony uniforms will also need to be reviewed by the IPC before the relevant ceremony.

In the meantime, please contact SDMS for all other uniform enquiries. (sdmsadmin@paralympic.org)

The Tokyo 2020 branding assets, including the emblem and Games signature, may not be used on any merchandise to be retailed.

9.11.2.3 Pin badges

Pin badges that include the Tokyo 2020 emblem, pictograms or mascots may not be retailed and are to be used only as giveaways. Designs bearing the Tokyo 2020 brand are not pre-approved and should be submitted to Tokyo 2020 for approval prior to production. In all cases, production should also be limited to 500 pin badges per NPC.

9.11.3 NPC sponsors

NPC sponsors do not have the right to activate their sponsorship in Japan, unless they are also a sponsor of the Tokyo 2020 Paralympic Games or an IPC TOP partner. Therefore, in Japan, NPC sponsors may not:

- use NPC branding to refer to the NPC or the Paralympic Games in advertising; or
- display branded items at or in the vicinity of Tokyo 2020 venues or live sites including encouraging team members or sponsor staff to wear clothing bearing the sponsor's brand.

Tokyo 2020 appreciates the role of sponsors in supporting NPC delegations and is open to the following exceptions (Paralympic Village, Pre-Games Training Camps, Partner Houses) to facilitate NPC marketing operations:

Paralympic Village

NPCs may provide recognition of their local sponsors in private areas, which can only be accessed by their athletes and team officials. Only in this area may NPC sponsor products be distributed to team members for consumption or use.

Pre-Games Training Camps (PGTC)

NPCs may display limited recognition for their sponsors in private areas of their PGTC in Japan. For example, it will be acceptable for an NPC to display a pop-up banner at their PGTC to credit their sponsors. If there is media present, the media footage must not be used for promotional purposes outside the NPC's territory.

Partner Houses

Tokyo 2020 will provide support to all Paralympic Family stakeholders planning their Partner Houses (also referred to as NPC Houses or Hospitality Houses) for the Games through a support centre. Tokyo 2020 will coordinate and regulate the planning, execution and legacy of Partner Houses with the support of the IPC. Please refer to Tokyo 2020 Connect for more details.

NPCs may use and display their NPC emblem at their Partner Houses, both inside and outside, without Tokyo 2020's approval. However, all external signage must comply with Japanese regulations. NPCs, for instance, may need to be permitted from municipalities on displaying external signage. An additional Tokyo 2020 approval will be needed if the Partner House is located close to official competition or non-competition venues.

NPCs that wish to promote their Partner Houses may use their emblem without any reference to the Games or other commercial associations. Any reference to the Games must be limited to the participation of their country/territory without the use of Games' brands or Tokyo 2020 mark/marks.

Please refer to the Partner House Guidelines on [Tokyo 2020 Connect](#) for more information. The guidelines will be published in August 2019.

9.11.4 Retail and licensing

NPCs can only sell merchandise within their Partner Houses and not through any other retail or distribution channels. NPCs are not permitted to:

- Manufacture, source, advertise, promote, distribute or sell other products that are connected to the Tokyo 2020 Games within Japan, without Tokyo 2020 and the IPC's prior written approval.
- Undertake activities that would detrimentally impact any product / service exclusivity or rights granted by Tokyo 2020, the Japanese Paralympic Committee (JPC) and the IPC to any of their respective sponsors, suppliers, licensees or commercial partners.
- Sell team uniform replicas or related merchandise outside the Partner House unless an agreement has been entered into with Tokyo 2020 and commercial terms agreed.

9.11.5 Clean venues

It is the NPC's responsibility to comply with the rules and regulations of the IPC Handbook including but not limited to the IPC Manufacturer Identification Guidelines which restrict advertising and branding in venues. With the exception of branding being permitted according to the IPC Manufacturer Identification Guidelines and sport equipment rules, NPCs should not use any signage, clothing, equipment etc. that bears third-party branding in venues, such as drink bottles, bags, bikes, physiotherapy tables or headphones, etc. All branding on such items should be discreetly covered. Any attempt to introduce unauthorised branding onto the field of play, in mixed zones, at official press conferences etc. may be subject to sanction.

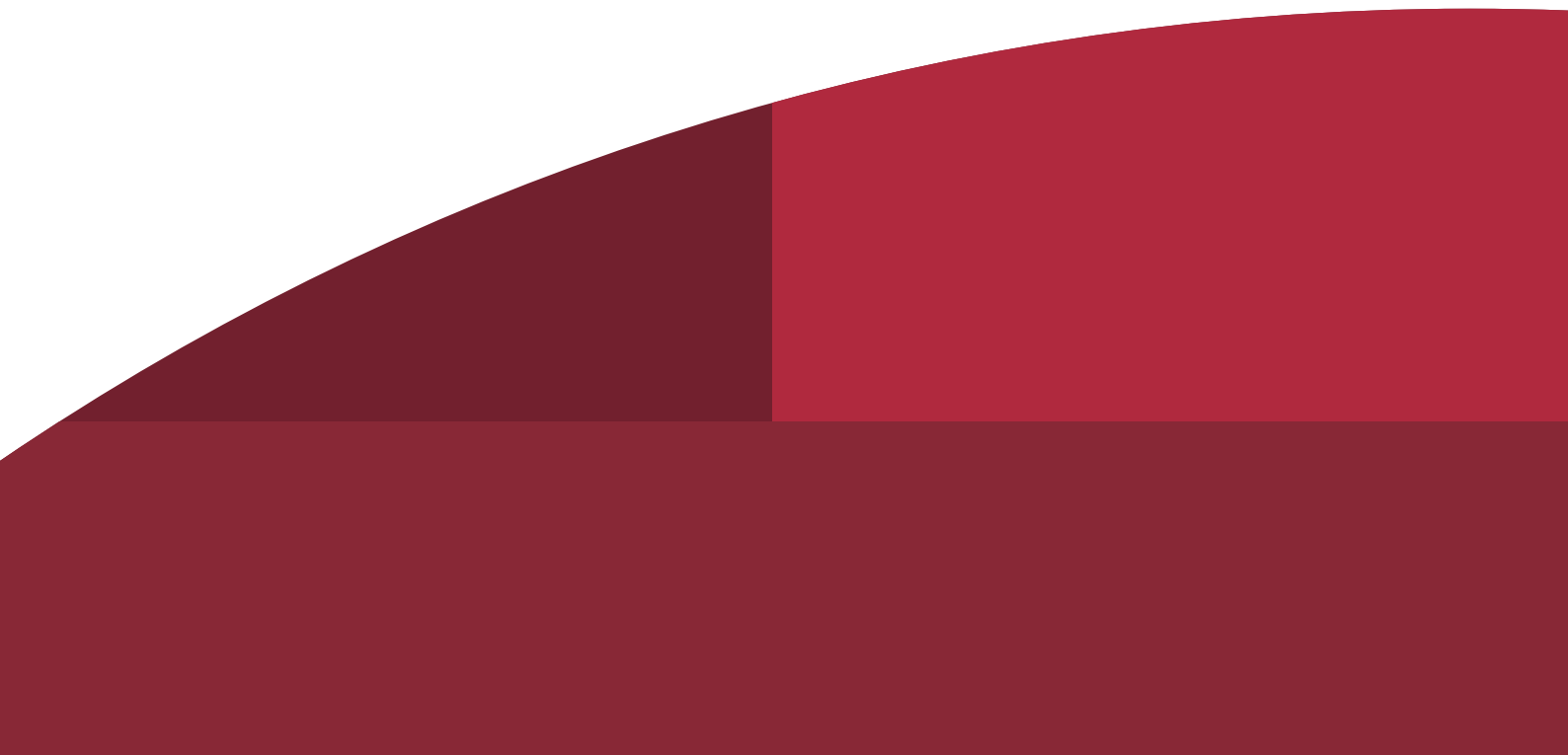
9.11.6 Branding on NPC vehicles

During the Games, if the NPC brings their own vehicles, they are encouraged to use TOYOTA vehicles, IPC's TOP "mobility" partner. Although other vehicles can access the venues, they cannot have any form of additional manufacturer branding (other than standard manufacturer mark/marks) or any other advertising. If this rule is violated, Tokyo 2020 may require that branding is covered up or the vehicle is moved.

NPCs may use their emblem and country/territory names on TOYOTA vehicles (either their own or provided by Tokyo 2020). In that case, the NPC's emblem should not be put adjacent to the car maker logo to avoid advertising direct association. For all other vehicles, NPCs may only use the name of their country / territory.

10

Services for NPC Presidents and Secretaries General



10.1 Accreditation

Please refer to Section 3 for details regarding the accreditation application process for all NPC delegation members, including NPC Presidents, Secretaries General and NPC Transferable Guests. The deadline for accreditation applications for these categories is 8 May 2020.

10.1.1 Paralympic Family Accreditation Centre

The Paralympic Family Accreditation Centre will be located in Grand Nikko Tokyo Daiba, one of the Tokyo 2020 Paralympic Family Hotels. Dates and hours of operations will be confirmed later.

The Centre will provide Paralympic Family members with complete accreditation services (card validation, card production, reissuance of lost/stolen cards and issue resolution).

10.2 Arrivals and departures

Provided that NPCs have submitted all the necessary information on the Arrivals and Departures System (ADS), Tokyo 2020 will provide a meet-and-greet service for NPC Presidents and Secretaries General at the official ports of entry: Narita International Airport and Tokyo (Haneda) International Airport.

Protocol staff will meet NPC Presidents and Secretaries General airside and will assist them with customs and entry procedures into Japan, and will escort them from the airport terminal building to the loading zone for the onward T3 transport service. This meet-and-greet service will be provided for both international and domestic arrivals, and will be extended to their accompanying guests, as long as they are travelling together.

The service will be provided from 10 August until 9 September 2020 at Narita International Airport and Tokyo (Haneda) International Airport. Transport services will be provided from 15 August 2020 at Narita International Airport and Tokyo (Haneda) International Airport. NPC Presidents and Secretaries General who arrive before 15 August will be requested to use public transport.

T2 vehicles will not be available for arrivals, but can be used for departures. The protocol support at the ports of entry will also be available to assist with departures.

It is recommended that NPC Presidents and Secretaries General validate their Pre-Valid Cards (PVCs) at either Narita or Tokyo (Haneda) International Airports upon arrival. PVCs can also be validated at the Paralympic Family Accreditation Centre, which will be located in Grand Nikko Tokyo Daiba hotel.

10.3 Paralympic Family Hotels

The Paralympic Family Hotels will consist of three different properties: Grand Nikko Tokyo Daiba, Tokyo Prince Hotel, and Sotetsu Grand Fresa Tokyo Bay Ariake. All three hotels are located in central Tokyo.

NPC Presidents and Secretaries General, IPC Governing Board members and IF Presidents and Secretaries General will be accommodated at one of the three Paralympic Family Hotels.

Grand Nikko Tokyo Daiba (PFH)

Address: 2-6-1 Daiba, Minato-ku, Tokyo, 135-8701 JAPAN

Phone: +81-(0)-3-5500-4507

Tokyo Prince Hotel (PF2)

Address: 3-3-1 Shiba Koen, Minato-ku, Tokyo, 105-8560 JAPAN

Phone: +81-(0)-3-3432-1111

Sotetsu Grand Fresa Tokyo Bay Ariake (PF3)

Address: 3-6-6 Ariake, Koto-ku, Tokyo, 135-0063 JAPAN

Phone: +81-(0)-3-5530-3610

10.3.1 Paralympic Information Desks

A Paralympic Information Desk (PID) will be located in each Paralympic Family Hotel to provide guests with Games-related information. The date and hours of operation will be announced at the Chefs de Mission Seminar in September 2019.

10.3.2 Transport Desks

A transport desk will be available at each Paralympic Family Hotel, as well as at the Paralympic Family Lounge in each competition venue.

The transport desks will provide the following services:

- Information on transport services during Arrivals and Departures, Ceremonies, as well as information on public transportation;
- Assistance in T2 and T3 call-ups;
- T3 reservation service;
- Assistance on transport issues and enquiries;
- Information and booking assistance for travel to/from Co-Host cities (please note that assistance with transport to/from Co-Host cities is provided only at PFHs);
- Lost and Found services.

Dates and hours of operation for transport desks at Paralympic Family Hotels and competition venue Paralympic Family Lounges will be announced at the Chefs de Mission Seminar in September 2019.

10.3.3 Medical services

A medical station staffed with one doctor and one nurse will be available at or near the PFH. The medical station will provide first aid and emergency care to the Paralympic Family members 24 hours a day.

Any NPC Presidents and Secretaries General that need medical services are advised to go to the medical station at the PFH. Those with illnesses or injuries that exceed the scope of treatment at the PFH medical station, will be sent to the Tokyo 2020 designated Games hospital.

10.4 Transport services

10.4.1 T2 services

T2

The President and Secretary General of NPCs will share a dedicated vehicle, driver, and Paralympic Family Assistant (PFA).

T2 services will be available from 07:00 until 23:00, from 18 August until 9 September 2020. Each vehicle will have a professional driver who can work 10 consecutive hours per day, including a 1-hour break. The driver must take an 8-hour break before their next shift begins.

T2 drivers will primarily be dedicated and alternative drivers will be arranged for their days off. The policy regarding days off for professional drivers will be communicated later.

Drivers are able to speak only Japanese. PFAs will not be allowed to drive, but they will liaise with drivers to ensure that the stakeholder's needs are addressed. When T2 services are not in operation, T2 stakeholders will have access to the T3 service that runs for 24 hours.

T2 vehicles will be a sedan, minivan or accessible van (the number of minivans is limited) and will be equipped with a mobile phone, GPS navigation system, map book and VAPP to access official competition and non-competition venues.

T2 vehicles can be used to access all competition and non-competition venues except those located in Izu and Fuji. NPC Presidents and Secretaries General should consult with their PFA, the transport desk at PFHs, or the NPC Services Centre in the Paralympic Village for travel arrangements to competition venues in these two locations.

10.4.2 Opening and Closing Ceremonies transport

NPC Presidents and Secretaries General will be transferred by bus from the PFHs to the Olympic Stadium for the Opening and Closing Ceremonies. On Opening and Closing Ceremony days, T2 and T3 services will be suspended for a few hours prior to the opening of the Ceremonies to facilitate ceremony operations.

10.5 Paralympic Family Assistants

NPC Presidents and Secretaries General will share a PFA.

The PFA will be a volunteer who will serve as a personal assistant and will communicate with the T2 driver, but they are not permitted to drive. The PFA will work a shift of eight hours, not including a meal break. Their working hours will be confirmed at a later date. Times should be agreed with their designated NPC President and/or Secretary General.

The PFA will not have access to Paralympic Family Lounges or Paralympic Family Stands. When the NPC President or Secretary General are in the Lounge or the Stand, communication with the PFA and the driver will, in principle, be made via mobile phone.

10.5.1 Activation of Paralympic Family Assistants

The period when the PFA services will be available will be confirmed later. For Presidents and Secretaries General, each NPC will receive a letter with the details (name and contact information) of their assigned PFA prior to arrival or at the PID.

To activate their PFA, the NPC President or Secretary General should contact the PFA directly or make a request at the PID in the PFHs, within 24 hours of arrival.

Alternatively, the Chefs de Mission can activate their PFA on behalf of the NPC President or Secretary General. The PFA will meet the NPC President and/or Secretary General at one of the PFHs.

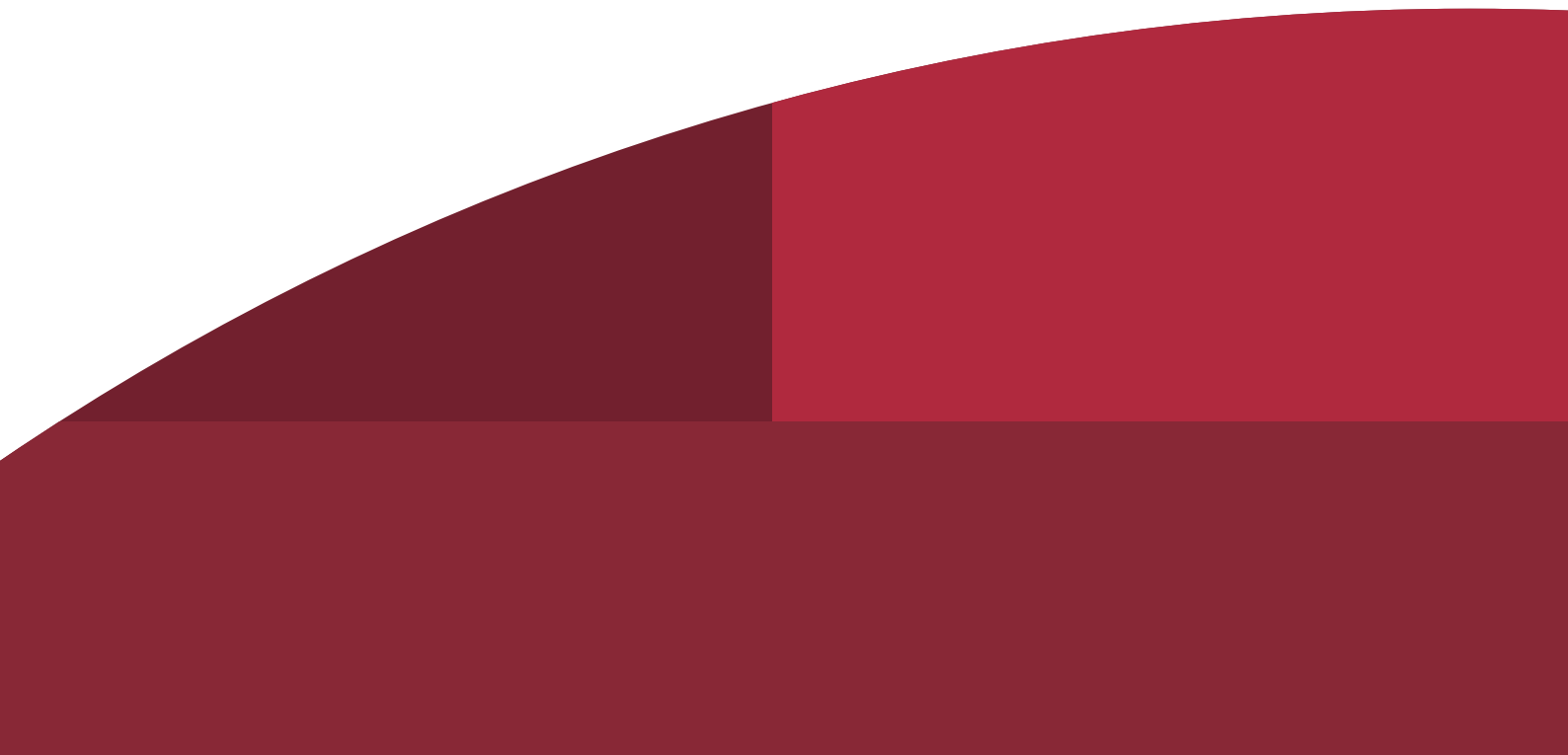
10.6 Opening and Closing Ceremony tickets

NPC Presidents, Secretaries General and their accompanying guests are not allowed to march with the team but will be provided with complimentary tickets for Official Stand seating for the Opening and Closing Ceremonies. The Opening Ceremony complimentary tickets will be distributed from the PID on 24 and 25 August 2020. Closing Ceremony tickets will be available for collection from the Desk on 5 and 6 September 2020.

An accreditation card must be presented in order to collect these tickets. If a representative will be sent to collect a complimentary ticket, the PID must be informed in advance.

11

International Dignitary Programme



11.1 NPC Responsibility

From past Games experience, Tokyo 2020 understands that the majority of high-profile visits will be known rather close to the Opening Ceremony date. It is therefore very important that NPCs and their diplomatic missions in Japan work closely together with Tokyo 2020 to gather and share all available information concerning their dignitaries and accredited Entourages.

All details regarding dignitary attendance at the Games, including travel information, logistics arrangements and a preliminary draft of the individual programme, must be communicated to Tokyo 2020 Dignitary Services no later than 2 months prior to the start of the Opening Ceremony. This will enable the activation of all services provided by Tokyo 2020 for those involved in the relevant Government.

In the event that information about a visiting dignitary is not made available by the above-mentioned date, Tokyo 2020 Dignitary Services will make use of all available resources, including diplomatic missions in Japan to gather missing details and provide adequate resources to those international dignitaries.

11.2 Accreditation

Chapter 3 of this Dossier provides details of the application for accreditation process for all NPC delegation members including international dignitaries.

The holders of the following national government offices at the time of the Paralympic Games Tokyo 2020 are entitled to receive accreditation as guests of their NPC:

- Sovereign or Head of State, with
 - One Accompanying Guest
 - Two members of Entourage
 - One Head of Diplomatic Mission in Japan [note 1]
- Head of Government, with:
 - One Accompanying Guest
 - Two members of Entourage
 - One Head of Diplomatic Mission in Japan [note 1]
- Sport Minister [note 2], with:
 - One Accompanying Guest
- Other Prominent Government Officials, with:
 - One Accompanying Guest

Notes:

1. The Head of Diplomatic Mission in Japan (for example, Ambassador, Consul General or equivalent) is entitled to an Accreditation only if and for as long as the respective Sovereign, Head of State or Head of Government is attending the Games.
2. Where responsibility for sport is shared among more than one government ministers, this accreditation entitlement can be transferred. Further details about the transfer process will be included in the NPC Accreditation Manual.
3. NPCs can accredit up to a maximum of 3 international dignitaries at the Paralympic Games

The accreditation application process for the individuals listed above follows a two-step process. Prior to submitting the applications for accreditation, NPCs are required to submit a Dignitary Accreditation Request Form (DARF) for each international dignitary that will be invited to attend the Games. The request process will commence in tandem with the publication of the NPC Accreditation Manual in January 2020.

The deadline for NPCs to submit DARFs for their international dignitaries to Tokyo 2020 is April, 2020. Following this, they will go through a verification procedure implemented by Tokyo 2020 and IPC. NPCs will be able to submit the accreditation applications for their international dignitaries only after confirmation of approval of those names.

11.2.1 Accreditation and entitlements

Please refer to Chapter 3 of this Dossier and the IPC Accreditation Guide for details of venue/zone access and transport and seating entitlements for members of the International Dignitary Programme.

11.3 Arrivals and departures

Before and during the Games, Tokyo International Airport (HND) and Narita International Airport (NRT), both official ports of entry, may be unable to accommodate every private flight due to increased traffic. Tokyo 2020 thus recommends using commercial flights for arrivals and departures. Details for this topic will be announced later.

Upon arrival, Sovereigns, Heads of State and Heads of Government will be met and greeted directly at the aircraft door. To ensure a smooth arrival process, only a limited number of individuals will be permitted in the welcoming party.

For Sports Ministers and Other Prominent Government Officials, Tokyo 2020 will provide a “meet and greet” service similar to the service provided for NPC Presidents and Secretaries General. Protocol support will also be provided for departures.

11.4 Dignitary accommodation

Tokyo 2020 has offered each NPC the opportunity to reserve rooms for its dignitaries at the Imperial Hotel Tokyo. As the dignitary hotel will not be allocated exclusively to dignitaries, accreditation will not be required to access the hotel.

For more information regarding Dignitary accommodation, please see chapter 7.

11.5 Dignitary transport

Sovereigns, Heads of State, Heads of Government, Sports Ministers, Other Prominent Government Officials and their accompanying guests that are accredited in the NPC category are entitled to T3 services.

NPCs can use their dedicated vehicles or the diplomatic mission's vehicles to transport their dignitaries. In this instance, NPCs or diplomatic missions' vehicles will need to display the appropriate Vehicle Access and/or Parking Permit (VAPP) to gain access to the venues and use the Paralympic Route Network (PRN).

Members of Entourage and Heads of Diplomatic Missions are entitled to free public transport, as detailed in Chapter 9.1.

Due to parking and space restrictions at venues, the Protocol Coordination Centre (PCC) will allocate a maximum of two P1 Yellow VAPPs to each Sovereign/Head of State and Head of Government for use throughout their stay. These VAPPs will allow vehicles to gain access to the Paralympic lanes and venues. The allocation and distribution of these VAPPs will be managed through the PCC. The VAPPs remain the property of Tokyo 2020 and cannot be transferred to or used by other client groups. They will be collected upon the departure of the dignitary.

On the days of the Opening and Closing Ceremonies, international dignitaries will not be allowed to use their vehicles to access or park inside the Olympic Stadium. T3 services will not be available to access or depart from the stadium. International dignitaries will be transferred to the Olympic Stadium by bus from a designated location.

11.6 Visit Officers

Sovereigns, Heads of State and Heads of Government will be assigned a Visit Officer (VO) by Tokyo 2020 and the Ministry of Foreign Affairs (MoFA) to assist them throughout the Games. The VO will facilitate the individual programme and the venue arrival and departure of their accredited dignitary. The VO will be assigned in 2020, and if possible, will speak the language of the dignitary.

Their role is to:

- Liaise with Tokyo 2020, Ministry of Foreign Affairs (MoFA), and the NPC prior to the arrival of their dignitaries to finalise the programme, travel and other arrangements.
- Meet and greet the Sovereign, Head of State and Head of Government upon arrival at the port of entry.
- Liaise with Tokyo 2020, MoFA, and the NPC to facilitate the smooth and efficient running of the daily programme and assist with all travel arrangements in the city by coordinating with the drivers and security.
- Provide information in advance to PCC and the relevant Venue Protocol team when the Sovereign, Head of State or Head of Government will be visiting a competition venue.
- Inform the Sovereign, Head of State and Head of Government of any delay, postponement or cancellation in the competition schedule.
- Act as the point of contact for the Tokyo 2020 Dignitary Services in all communication with the dignitaries of the NPC. Liaise with the PCC to resolve any issues involving their Sovereign, Head of State and/or Head of Government.
- Facilitate any requests to meet with Japanese Government officials.
- Provide language assistance.
- Assist with arrangements for other non-Paralympic events; and
- Assist with departure arrangements.

Visit Officers will be coordinated by the PCC.

11.7 Dignitary Assistants

Accredited Sports Ministers will be assigned a Dignitary Assistant (DA) by Tokyo 2020. NPCs have the option to decline the assignment of a DA if they prefer to do so.

The DA will be a volunteer, selected and trained by Tokyo 2020, who will assist the Sports Minister with their daily programme. The DA will be assigned in 2020 and if possible, they will speak the language of the minister.

Their role is to:

- Meet and greet the Sports Minister upon arrival at their accommodation.
- Liaise with Tokyo 2020 and the NPC to facilitate the smooth and efficient running of the daily programme and assist with all travel arrangements by booking T3 cars in advance.
- Inform PCC and the Venue Protocol team in advance when the Sports Minister will be visiting a competition venue.
- Inform the Sports Minister of any delay, postponement or cancellation in the competition schedule.
- Act as the point of contact for the Tokyo 2020 Dignitary Services for all communication with the Sports Minister. Liaise with the PCC to resolve any issues.

- Provide language assistance; and
- Assist with departure.

Dignitary Assistants will be coordinated by the Dignitary Services operating at the PCC.

11.8 Tickets for Opening and Closing Ceremonies

Complimentary tickets for the Opening and Closing Ceremonies will be distributed to Sovereigns, Heads of State, Heads of Government, Sports Ministers, Other Prominent Government Officials and their accompanying guests accredited in the NPC category. These tickets will grant access to seats in the NPC stands.

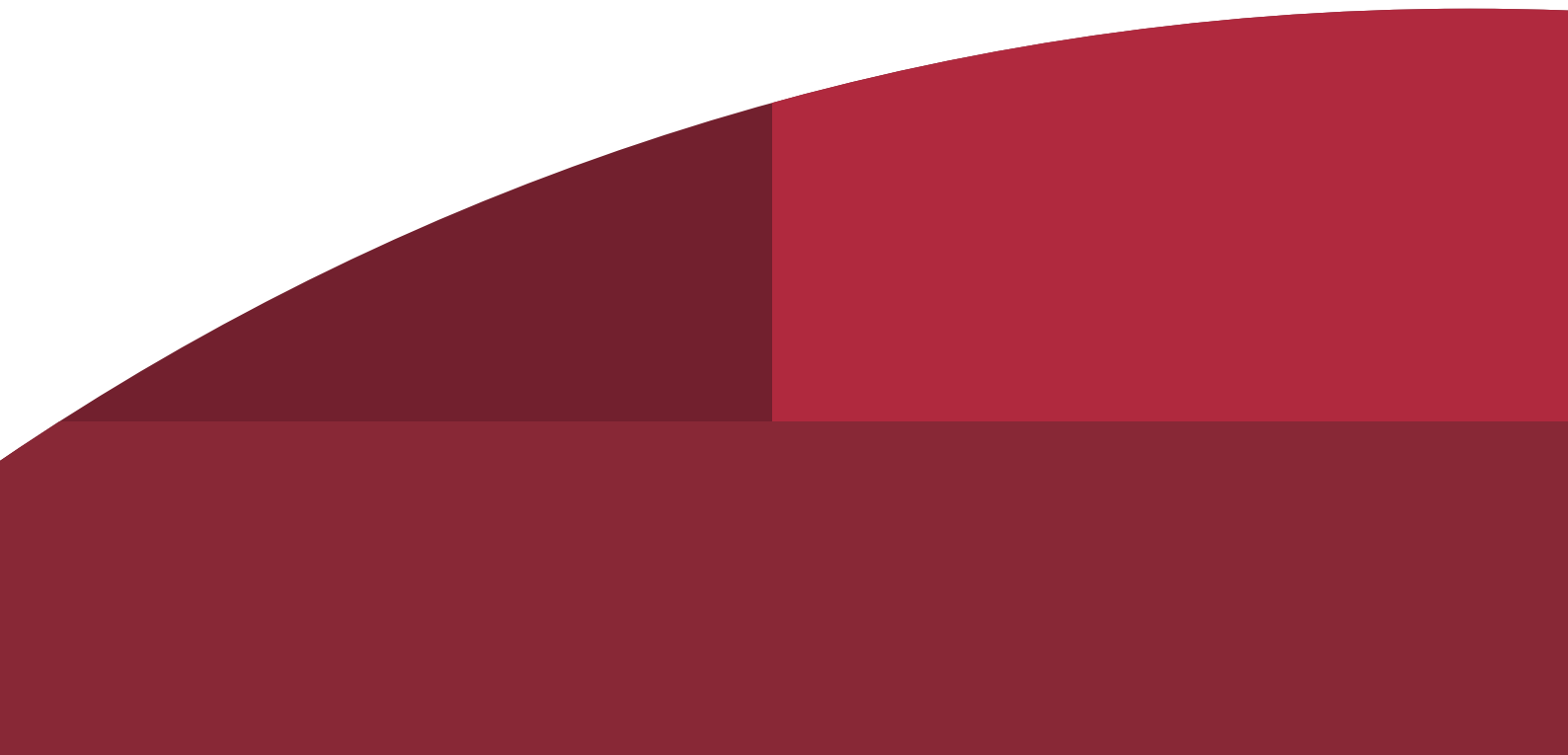
Members of Entourage and Heads of Diplomatic Missions are not entitled to complimentary tickets for the Opening and Closing Ceremonies so will need to purchase tickets for the public seating area if they want to attend.

11.9 Prime Events (PE)

Sovereigns, Heads of State, Heads of Government, Sports Ministers, Other Prominent Government Officials and their accredited accompanying guests will be given Prime Event Access (PEA). Their members of Entourage and the Heads of Diplomatic Missions will not have access to Prime Events so they will need to purchase tickets (for the public seating area).

12

Departures



12.1 Paralympic Village check-out

12.1.1 Bump-Out period

The bump-out period is the period during which NPCs can remove freight and containers from the Paralympic Village and from certain competition venues in the most efficient manner, without hindering venue operations after competition has ended. NPCs must remove freight and containers from the Paralympic Village and competition venues within the specified period. The bump-out period will be confirmed in the Venue Delivery Guide, which will be published in February 2020. Please refer to section 4.4.2 for information regarding containers.

The NPC must pack and palletize all freight in advance. In addition, the NPC's freight forwarder must contact Tokyo 2020 in advance and go through the necessary procedures to register in the Master Delivery Schedule (MDS).

Details on the bump-out procedures and requirements will be announced at the Chefs de Mission Seminar.

12.1.2 Departures Inspection of Inventory (I&I)

Tokyo 2020 will confirm the day and time for departure I&I with each NPC for all accommodation sites, including the Paralympic Village and Paralympic Cycling Accommodations.

The Chefs de Mission or finance proxy and the Tokyo 2020 I&I team will compare the I&I paperwork signed during check-in and confirm any loss of or damage to goods.

This procedure will also be carried out at facilities other than the Paralympic Village, but those implementation procedures may differ slightly.

Tokyo 2020 will record the confirmation content on the check-out inspection sheet and will check for items (including keys) for which the registration numbers do not match, due to damage or loss, etc., and especially in regard to cleaning (for smoking in the room, dirt, etc.). Penalty fees for repairs may be charged to the NPC.

The check-out I&I paperwork will be signed by both the Chefs de Mission and Tokyo 2020. Before departure, the NPC is responsible for determining payment obligations for all damages incurred against Tokyo 2020. Payment will be made at the Finance desk prior to departure, by cash (JPY only) or credit card (VISA only). Payment of the Support Grant, scheduled for payment at the end of November 2020, will be made to NPCs once the accounts have been reconciled.

A list of any damage costs incurred will be provided at the check-out I&I at the end of the Games.

12.1.3 Vehicles and mobile phones

The NPC is responsible for returning NPC dedicated vehicle and Rate Card vehicles, as well as mobile phones. The return procedures will be detailed in the Chefs de Mission Manual.

12.1.4 Payment

NPCs are responsible for settling all payments before final departure from the Paralympic Village. This includes meal vouchers purchased on account, long distance telephone charges, damages, etc. The final Support Grant payment will be made to NPCs once accounts have been reconciled. For details, refer to section 2.1 Support Grants.

12.2 Departure procedures

Each NPC will have a Delegation Departure Meeting (DDM) with NPC Relations and Arrivals & Departures (AND) staff. During these meetings, departure plans will be confirmed with each NPC.

12.2.1 Off-Airport Processing (Harumi Check-In, HCI)

Because official ports of entry will be operating at full capacity at Games-time, Tokyo 2020 strongly recommends that NPCs use the off-airport processing service at the Paralympic Village (Harumi Check-In, HCI), in order to facilitate departure procedures at the airports.

HCI facilities will be set up in the Paralympic Village and can be used by teams leaving from Narita International Airport (NRT) and Tokyo International Airport (HND), the official ports of entry. HCI locations inside the Paralympic Village, as well as participating airlines, will be provided at a later date. HCI will not be available at the Cycling accommodations. HCI facility can be used from 6 to 8 September 2020 for flights departing between 7 and 9 September 2020.

Athletes and team officials will be able to check-in for flights, receive boarding passes and check-in their baggage during the HCI process. Baggage will then be securely transported directly to NRT or HND and loaded onto their flight. Delegates will then be able to proceed to the airport with only their hand baggage and proceed through the security check and passport control prior to boarding.

12.2.2 Standard check-in

Athletes and team officials who choose not to participate in HCI, or who are in locations other than the Paralympic Village, should check-in for their flight in accordance with standard airport procedures.

Online check-in is recommended to ensure a smooth check-in procedure. NPCs should check the availability of online check-in services on the relevant airline website(s).

During the DDM, departure times and locations from the Paralympic Village will be confirmed with Arrivals & Departures.

12.2.3 Departure procedures at airport

Declaring purchased tax-free

Delegates who purchased tax-free items at tax-free shops in Japan must present their passport or submit the Record of Purchase of Consumption – Tax-Exempt for Export, which will be affixed to their passport at the time of purchase, to customs at the time of departure. Delegates must take all tax-free items out of Japan.

For detailed information, refer to customs website:

<http://www.customs.go.jp/english/summary/passenger.htm>

Customs declaration

Delegates carrying cash or other means of payment that is in excess of JPY 1 million (JPY 100,000 if bound for the Democratic People's Republic of Korea), or gold bullion (over 90 per cent purity) exceeding 1 kg are required to submit a Declaration of Carrying of Means of Payment, etc., to customs official when departing Japan.

12.3 Firearms and ammunition

Please refer to details in section 4.5 Firearms and ammunition.

12.4 Departures transport services

Departure transport services from the Paralympic Village

- Transport services will be provided from the Paralympic Village to both NRT and HND, from the opening day to the closing day of the Paralympic Village.
- Operating times will be determined according to departure time information entered into the ADS system.
- Team buses can be used to go to NRT and HND, but only if it is within one day after the final match of them.

Departure transport services from Cycling Accommodations

- Departure transport services to NRT and HND from Cycling Accommodations are provided between opening day to closing day of the Cycling Accommodations. The frequency of operation is under consideration.

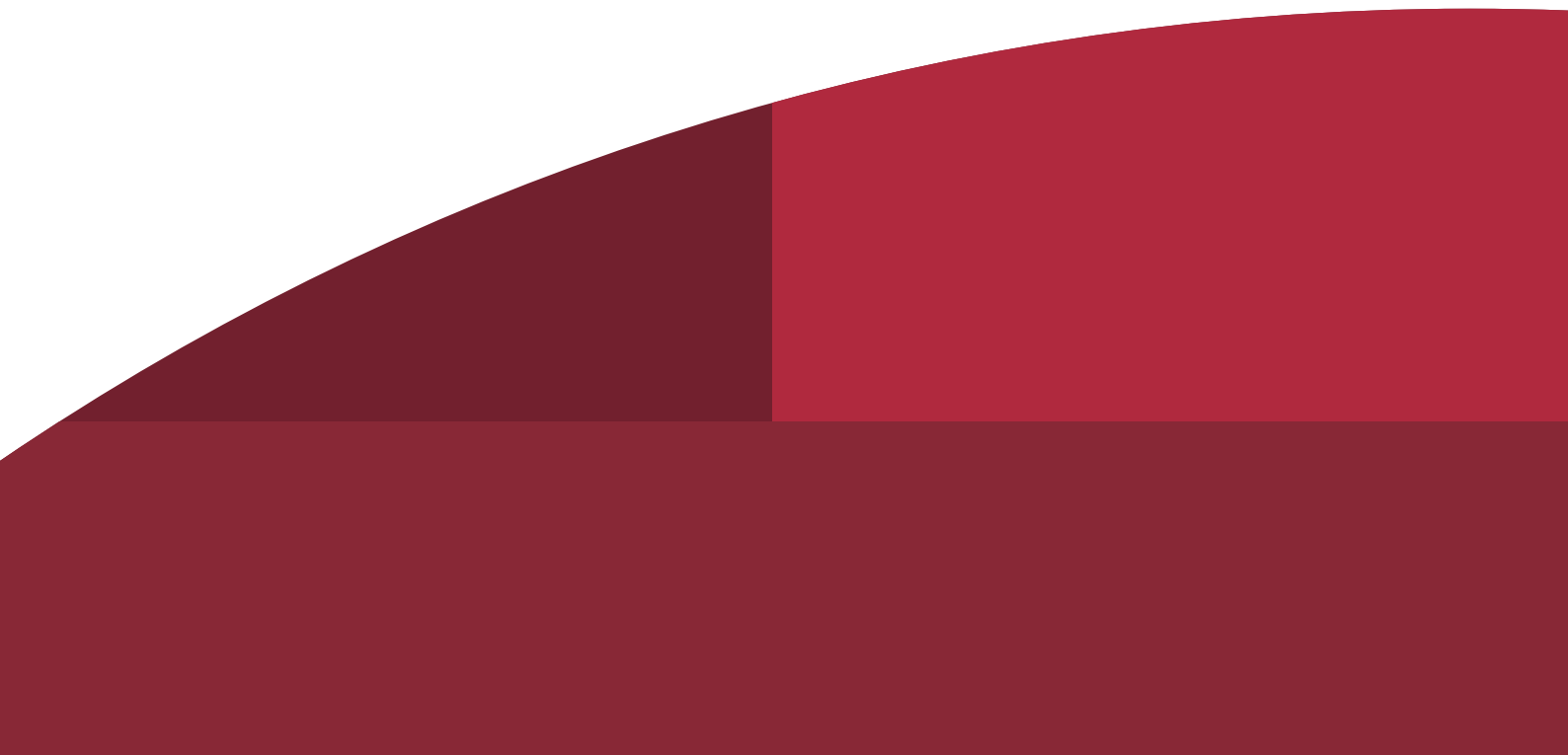
Arrivals and Departures Information System (ADS)

Departure transport services will be provided based on the information in the ADS.

In order to ensure smooth departure transports services, NPCs are requested to input their data into the system. NPCs will receive their account information for the Arrivals and Departures System (ADS) by March 2020.

13

Appendix



Paralympic Games Venue Master Plan as of April 2019

HERITAGE ZONE

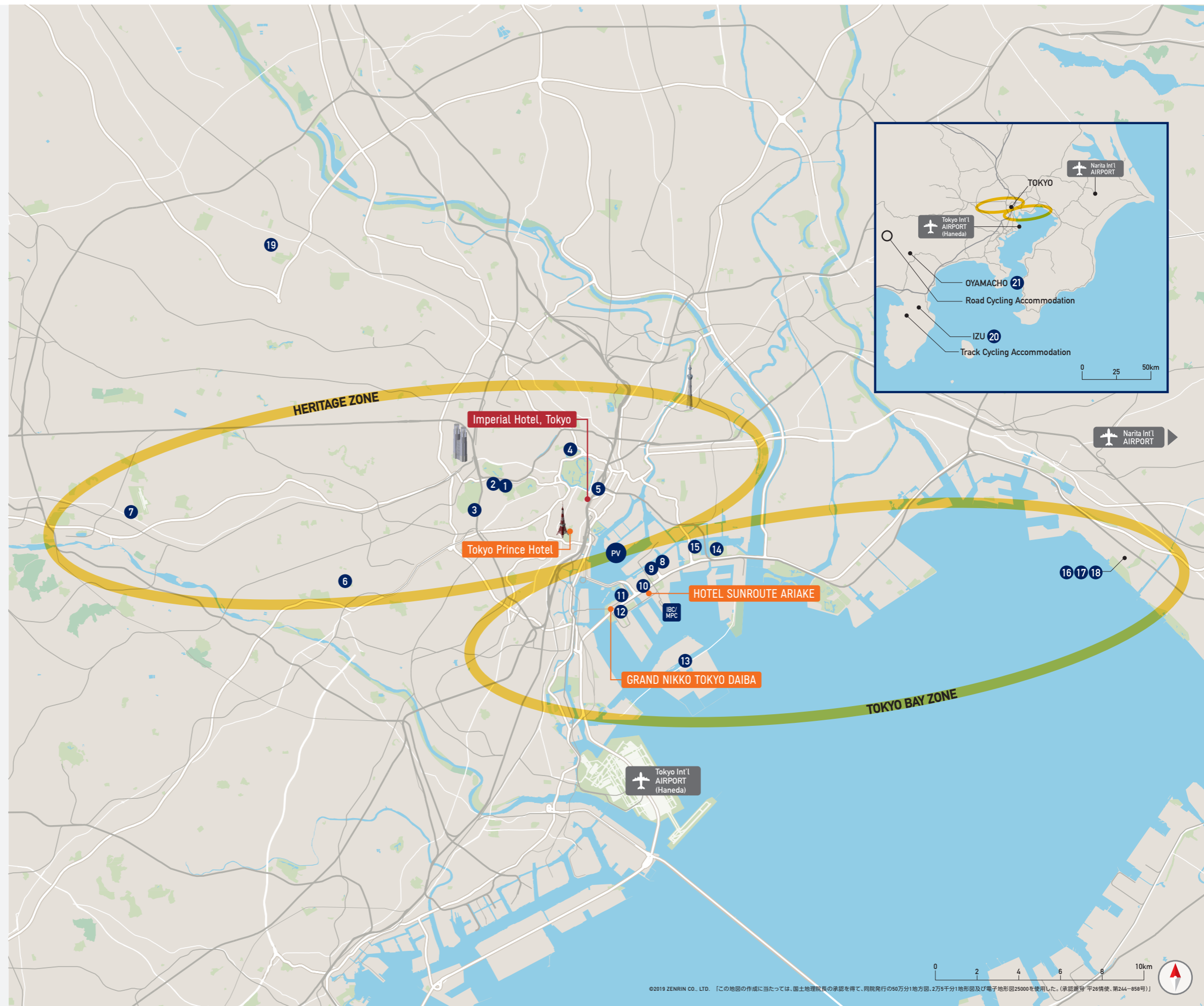
- 1 Opening and Closing Ceremonies Olympic Stadium
- 2 Athletics Olympic Stadium
- 3 Table Tennis Tokyo Metropolitan Gymnasium
- 4 Badminton Yoyogi National Stadium
- 5 Wheelchair Rugby Yoyogi National Stadium
- 4 Judo Nippon Budokan
- 5 Powerlifting Tokyo International Forum
- 6 Equestrian Equestrian Park
- 7 Wheelchair Basketball Musashino Forest Sport Plaza

TOKYO BAY ZONE

- 8 Wheelchair Basketball Ariake Arena
- 9 Boccia Ariake Gymnastics Centre
- 10 Wheelchair Tennis Ariake Tennis Park
- 11 Triathlon Odaiba Marine Park
- 12 Football 5-a-side Aomi Urban Sports Park
- 13 Canoe Sea Forest Waterway
- 13 Rowing Sea Forest Waterway
- 14 Archery Yumenoshima Park Archery Field
- 15 Swimming Tokyo Aquatics Centre
- 16 Sitting Volleyball Makuhari Messe Hall A
- 17 Taekwondo Makuhari Messe Hall B
- 17 Wheelchair Fencing Makuhari Messe Hall B
- 18 Goalball Makuhari Messe Hall C

OTHER VENUES

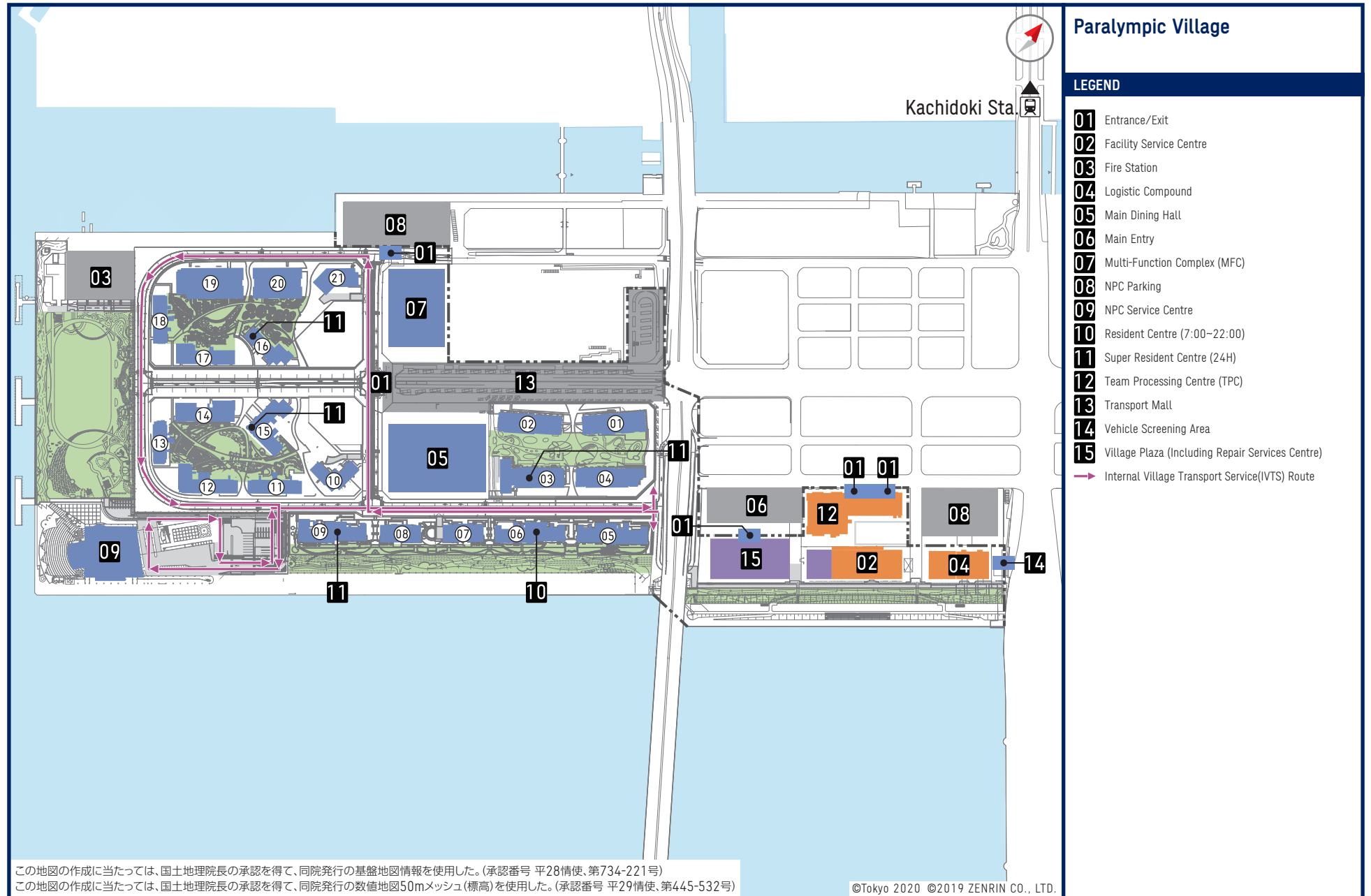
- 19 Shooting Asaka Shooting Range
- 20 Cycling (Track) Izu Velodrome
- 21 Cycling (Road) Fuji International Speedway



- PV Paralympic Village
- IBC/MPC IBC/MPC Tokyo International Exhibition Centre (Tokyo Big Sight)
- 00 Competition Venue
- Dignitaries
- PFH

- Road Network**
- Motorway
- Major urban arterial network
- Rail Lines**
- Japan railway
- Private railway

©2019 ZENRIN CO., LTD. 「この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の50万分1地方図、2万5千分1地形図及び電子地形図25000を使用した。(承認番号 平26情使 第244-858号)」



この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の基盤地図情報を使用した。(承認番号 平28情使、第734-221号)
 この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の数値地図50mメッシュ(標高)を使用した。(承認番号 平29情使、第445-532号)

List of Competition Venue

Precinct (Cluster)	Name	Use (Paralympic)	
Main Stadium Precinct	Olympic Stadium	Opening and Closing Ceremonies Athletics	
	-	Tokyo Metropolitan Gymnasium	Table Tennis
	-	Yoyogi National Stadium	Badminton Wheelchair Rugby
	-	Nippon Budokan	Judo
	-	Tokyo International Forum	Powerlifting
	-	Equestrian Park	Equestrian
Musashino Forest Precinct	Musashino Forest Sport Plaza	Wheelchair Basketball	
Ariake Precinct	Ariake Arena	Wheelchair Basketball	
	Ariake Gymnastics Centre	Boccia	
	-	Ariake Tennis Park	Wheelchair Tennis
Urban Precinct	Odaiba Marine Park	Triathlon	
	-	Aomi Urban Sports Park	Football 5-a-side
Sea Forest Precinct	Sea Forest Waterway	Canoe Rowing	
	-	Yumenoshima Park Archery Field	Archery
Aquatics Precinct	Tokyo Aquatics Centre	Swimming	
Makuhari Messe Precinct	Makuhari Messe Hall A	Sitting Volleyball	
	Makuhari Messe Hall B	Taekwondo Wheelchair Fencing	
	Makuhari Messe Hall C	Goalball	
-	Asaka Shooting Range	Shooting	
Izu Precinct	Izu Velodrome	Cycling (Track)	
		Fuji International Speedway	Cycling (Road)[Road Race (Start-Finish)]

Tokyo 2020 - Paralympic Daily Competition Schedule V1.00

No	Venue	Sports/Discipline	0	1	2	3	4	5	6	7	8	9	10	11	12	
			25 Aug Tue	26 Aug Wed	27 Aug Thu	28 Aug Fri	29 Aug Sat	30 Aug Sun	31 Aug Mon	1 Sep Tue	2 Sep Wed	3 Sep Thu	4 Sep Fri	5 Sep Sat	6 Sep Sun	
1	Olympic Stadium	Opening and Closing Ceremonies														
		Athletics (Track & Field)				🏅	🏅	🏅	🏅	🏅	🏅	🏅	🏅	🏅	🏅	
		Athletics (Marathon)														🏅
2	Tokyo Metropolitan Gymnasium	Table Tennis					🏅	🏅	🏅			🏅	🏅			
3	Yoyogi National Stadium	Badminton												🏅	🏅	
		Wheelchair Rugby						🏅								
4	Nippon Budokan	Judo				🏅	🏅	🏅								
5	Tokyo International Forum	Powerlifting			🏅	🏅	🏅	🏅	🏅							
6	Equestrian Park	Equestrian			🏅	🏅	🏅		🏅							
7	Musashino Forest Sport Plaza	Wheelchair Basketball														
8	Ariake Arena	Wheelchair Basketball												🏅	🏅	
9	Ariake Gymnastics Centre	Boccia									🏅			🏅		
10	Ariake Tennis Park	Wheelchair Tennis								🏅	🏅	🏅	🏅	🏅		
11	Odaiba Marine Park	Triathlon					🏅	🏅								
12	Aomi Urban Sports Park	Football 5-a-side												🏅		
13	Sea Forest Waterway	Canoe											🏅	🏅		
		Rowing						🏅								
14	Yumenoshima Park Archery Field	Archery					🏅	🏅	🏅	🏅		🏅	🏅	🏅		
15	Tokyo Aquatics Centre	Swimming		🏅	🏅	🏅	🏅	🏅	🏅	🏅	🏅	🏅	🏅			
16	Makuhari Messe Hall A	Sitting Volleyball												🏅	🏅	
17	Makuhari Messe Hall B	Taekwondo										🏅	🏅	🏅		
		Wheelchair Fencing		🏅	🏅	🏅	🏅	🏅								
18	Makuhari Messe Hall C	Goalball											🏅			
19	Asaka Shooting Range	Shooting							🏅	🏅	🏅	🏅	🏅	🏅	🏅	
20	Izu Velodrome	Cycling Track		🏅	🏅	🏅	🏅									
21	Fuji International Speedway	Cycling Road								🏅	🏅	🏅	🏅			

This competition schedule is subject to amendments up until the conclusion of the Paralympic Games Tokyo 2020.



Archery

Competition venue

Yumenoshima Park Archery Field
2-1-4 Chinai Yumenoshima
Koto-ku Tokyo
Japan

Gross capacity
5,600

Field of play

The field of play for the ranking rounds will contain 42 targets. The field of play for the elimination rounds/final round will contain two (2) targets. The targets and all other equipment will be presented in accordance with the World Archery Constitution and Rules.

Competition

Schedule

Friday 28 August to Saturday 5 September 2020

Athletes

Men	Women	Total
80	60	140

Medal Events

Men (3)	Women (3)	Mixed (3)
Individual W1	Individual W1	Team W1
Individual Compound Open	Individual Compound Open	Team Compound
Individual Recurve Open	Individual Recurve Open	Team Recurve

Training venue

Yumenoshima Park Archery Field
2-1-4 Chinai Yumenoshima
Koto-ku Tokyo
Japan

Dates of operation

Tuesday 18 August to Saturday 5 September 2020

Staffing

Tokyo 2020 competition management

Archery Sport Manager: Yuko Okura (JPN)
Archery Services Manager: Yasuhiro Shiwaku (JPN)
Archery Technical Operations Manager: Maki Nakano (JPN)

World Archery

IF Technical Delegate: Chris Marsh (GBR)

Officials

ITOs: 18
NTOs: 12

Test Event

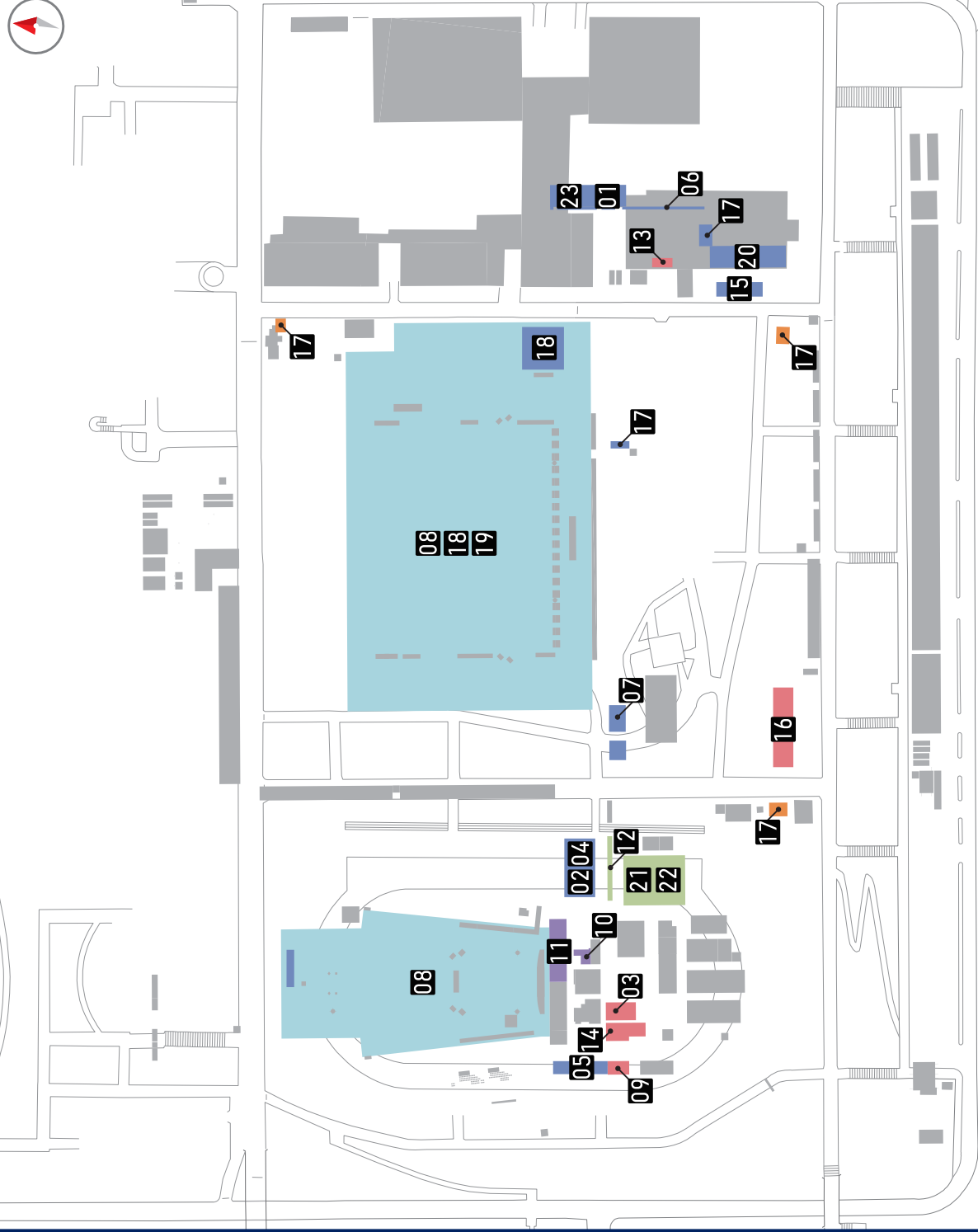
READY STEADY TOKYO – Archery
12 to 18 July 2019



Archery Yumenoshima Park Archery Field

LEGEND

- 01 Athletes' Changing Rooms
- 02 Athletes' Medical Room
- 03 Competition Management Room (IF Office)
- 04 Doping Control Station
- 05 Call Room
- 06 Equipment Storage
- 07 Equipment Repair Station
- 08 Field of Play (FOP)
- 09 ITO/NTD/Games Officials' Lounge
- 10 Non-competing Athletes' Seating (Same Sport)
- 11 Olympic and Paralympic Family Lounge
- 12 Mixed Zone (Press)
- 13 Sport Information Desk
- 14 Technical/IF Delegates
- 15 TA Loading Area (Athletes)
- 16 TF Loading Area (Technical Officials)
- 17 Toilet (w/ Accessible Toilet)
- 18 Warm-up Area
- 19 Practice Field
- 20 Athletes' Lounge
- 21 Team Managers' Meeting Room (Venue Media Centre)
- 22 Press Conference Room (Venue Media Centre)
- 23 Massage Room



この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の基礎地図情報を使用した。(承認番号 平28情使-第734-221号)
 この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の数値地図50mメッシュ(標高)を使用した。(承認番号 平29情使-第445-532号)

©Tokyo 2020 ©2019 ZENRIN CO., LTD.



Athletics

Competition venue

Olympic Stadium

10-1 Kasumigaokamachi

Shinjuku-ku Tokyo

Japan

Gross capacity

68,000

Field of play

The field of play for the Athletics competition at Olympic Stadium will contain the following:

- nine (9)-lane, 400m oval track and nine (9)-lane straight track
- four (4) high jump landing areas
- six (6) long jump pits
- two (2) discus throw/club throw circle
- two (2) javelin throw runways
- four (4) shot put circles

The field of play and all equipment will be presented in accordance with World Para Athletics Rules and Regulations.

Competition

Schedule

Friday 28 August to Sunday 6 September 2020

Athletes

Men	Women	Total
660	440	1100

Medal Events (166)

Men (91), Women (74), Mixed (1)		
Track Events	Eligible	
100m T11 (Men/Women)		
100m T12 (Men/Women)		
100m T13 (Men/Women)		
100m T33 (Men)		
100m T34 (Men/Women)	T33	

100m T35 (Men/Women)	
100m T36 (Men/Women)	
100m T37 (Men/Women)	
100m T38 (Men/Women)	
100m T47 (Men/Women)	T45/46
100m T51 (Men)	T51
100m T52 (Men/Women)	
100m T53 (Men/Women)	
100m T54 (Men/Women)	
100m T63 (Men/Women)	T42
100m T64 (Men/Women)	T44, T62
200m T11 (Women)	
200m T12 (Women)	
200m T35 (Men/Women)	
200m T36 (Women)	
200m T37 (Men/Women)	T45/46
200m T47 (Women)	
200m T51 (Men)	
200m T61 (Men)	T44
200m T64 (Men/Women)	
400m T11 (Men/Women)	
400m T12 (Men/Women)	
400m T13 (Men/Women)	
400m T20 (Men/Women)	
400m T36 (Men)	T45/46
400m T37 (Men/Women)	
400m T38 (Men/Women)	
400m T47 (Men/Women)	T51
400m T52 (Men)	
400m T53 (Men/Women)	
400m T54 (Men/Women)	
400m T62 (Men)	

800m T34 (Men/Women)	T33	
800m T53 (Men/Women)	/	
800m T54 (Men/Women)		
1500m T11 (Men/Women)		
1500m T13 (Men/Women)	T12	
1500m T20 (Men/Women)	/	
1500m T38 (Men)		T37
1500m T46 (Men)	T45	
1500m T52 (Men)	T51	
1500m T54 (Men/Women)	T53	
5000m T11 (Men)	/	
5000m T13 (Men)		T12
5000m T54 (Men/Women)	T53	
4 x 100m Universal Relay (Mixed)	T11-13, T33-34/T51-54, T35-38, T42-47/T61-64	
Road Events	Eligible	
Marathon T12 (Men/Women)	T11	
Marathon T46 (Men)	T45	
Marathon T54 (Men/Women)	T52/53	
Field Events	Eligible	
Long Jump T11 (Men/Women)	/	
Long Jump T12 (Men/Women)		
Long Jump T13 (Men)		
Long Jump T20 (Men/Women)		
Long Jump T36 (Men)		
Long Jump T37 (Men/Women)		
Long Jump T38 (Men/Women)	/	
Long Jump T47 (Men/Women)		T45/46
Long Jump T63 (Men/Women)		T42, T61
Long Jump T64 (Men/Women)		T44, T62
High Jump T47 (Men)		T45/46

High Jump T63 (Men)	T42
High Jump T64 (Men)	T44
Club Throw F32 (Men/Women)	F31
Club Throw F51 (Men/Women)	/
Discus Throw F11 (Men/Women)	
Discus Throw F37 (Men)	
Discus Throw F38 (Women)	F37
Discus Throw F41 (Women)	F40
Discus Throw F52 (Men)	F51
Discus Throw F53 (Women)	F51/52
Discus Throw F55 (Women)	F54
Discus Throw F56 (Men)	F54/55
Discus Throw F57 (Women)	F56
Discus Throw F64 (Men/Women)	F43/44, F62
Javelin Throw F13 (Men/Women)	F12
Javelin Throw F34 (Men/Women)	F33
Javelin Throw F38 (Men)	/
Javelin Throw F41 (Men)	
Javelin Throw F46 (Men/Women)	F45
Javelin Throw F54 (Men/Women)	F53
Javelin Throw F56 (Women)	F55
Javelin Throw F57 (Men)	F56
Javelin Throw F64 (Men)	F42/43/44, F61/62/63
Shot Put F11 (Men)	/
Shot Put F12 (Men/Women)	
Shot Put F20 (Men/Women)	/
Shot Put F32 (Men/Women)	
Shot Put F33 (Men/Women)	
Shot Put F34 (Men/Women)	
Shot Put F35 (Men/Women)	
Shot Put F36 (Men/Women)	

Shot Put F37 (Men/Women)	
Shot Put F40 (Men/Women)	
Shot Put F41 (Men/Women)	
Shot Put F46 (Men)	F45
Shot Put F53 (Men)	
Shot Put F54 (Women)	
Shot Put F55 (Men)	F54
Shot Put F57 (Men/Women)	F56
Shot Put F63 (Men)	F42, F61

Training venues

Edogawa City Athletic Stadium

2-1-1 Seishin-cho
Edogawa-ku Tokyo

Japan

Olympic Stadium (Sub Track)

10-1 Kasumigaokamachi
Shinjuku-ku Tokyo

Japan

One more venue to be confirmed.

Dates of operation

Edogawa City Athletic Stadium will be open for training from Tuesday 18 August to Sunday 6 September 2020.

The Olympic Stadium (Sub Track) will be open for training from Tuesday 18 August to Sunday 6 September 2020 from 09:00 to 20:00 (except Tuesday 25 August 2020 because of the Opening Ceremony).

Staffing

Tokyo 2020 competition management

Athletics Sport Manager: Kazuhiro Suzuki (JPN)

Para Athletics Sport Manager: Satomi Oshima (JPN)

Athletics Services Manager: TBC

Athletics Technical Operations Manager: TBC

World Para Athletics (WPA)

IF Technical Delegates: Tarek Souei (UAE),

David William Jessett (GBR)

Officials

ITOs: 29

NTOs: 294

Test Event

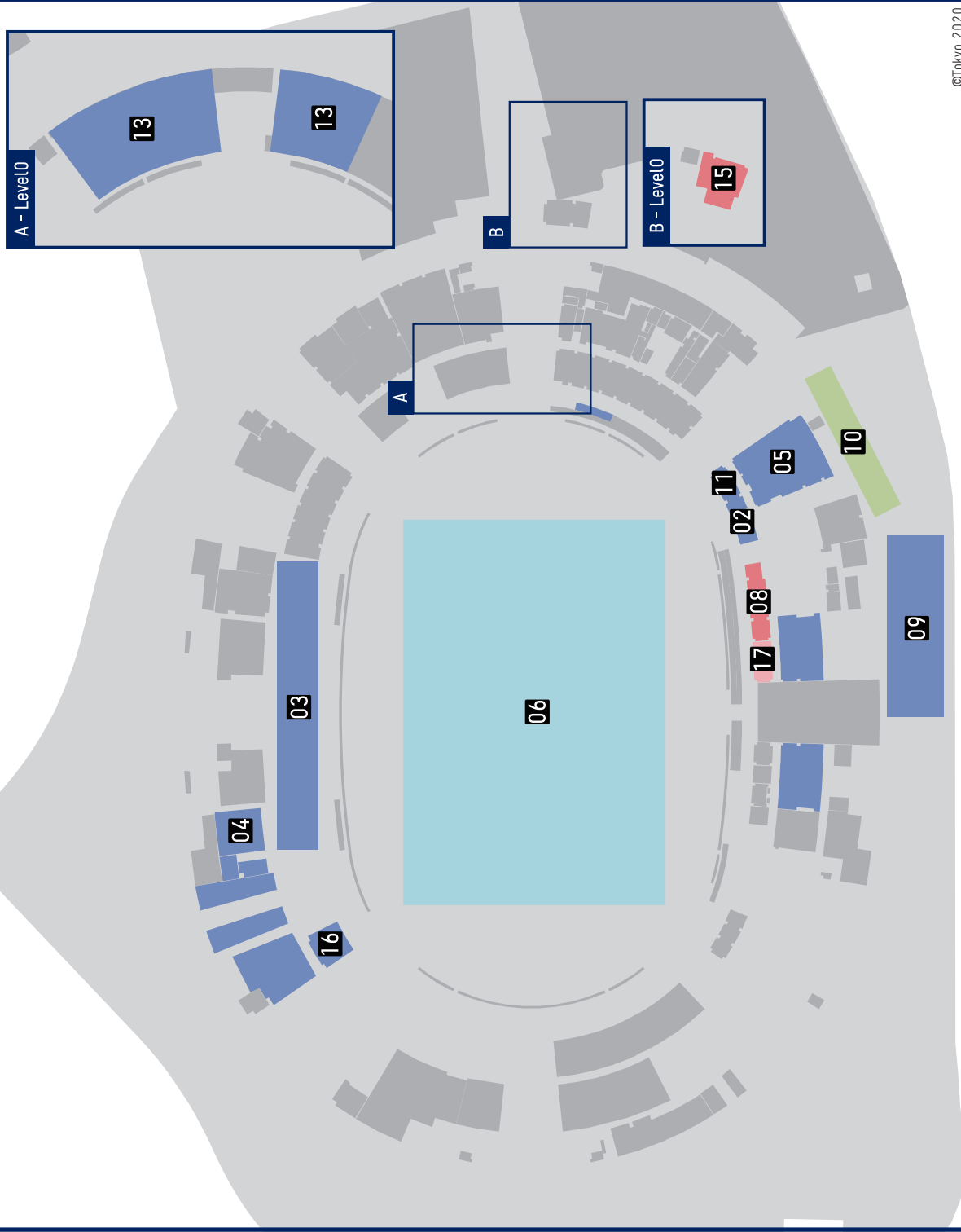
2020 Japan Para Athletics Championships

2 to 3 May 2020

Athletics Olympic Stadium

LEGEND

- 02** Athletes' Medical Room
- 03** Call Room
- 04** Equipment Repair Station
- 05** Doping Control Station
- 06** Field of Play (FOP)
- 08** Jury Conference Room
- 09** Post-Event Control Room
- 10** Mixed Zone (Press)
- 11** Recovery Room
- 13** TBD/Team Seating Area - Same Sport
- 15** Technical Information Centre
- 16** Toilet (w/ Accessible Toilet)
- 17** Video Room



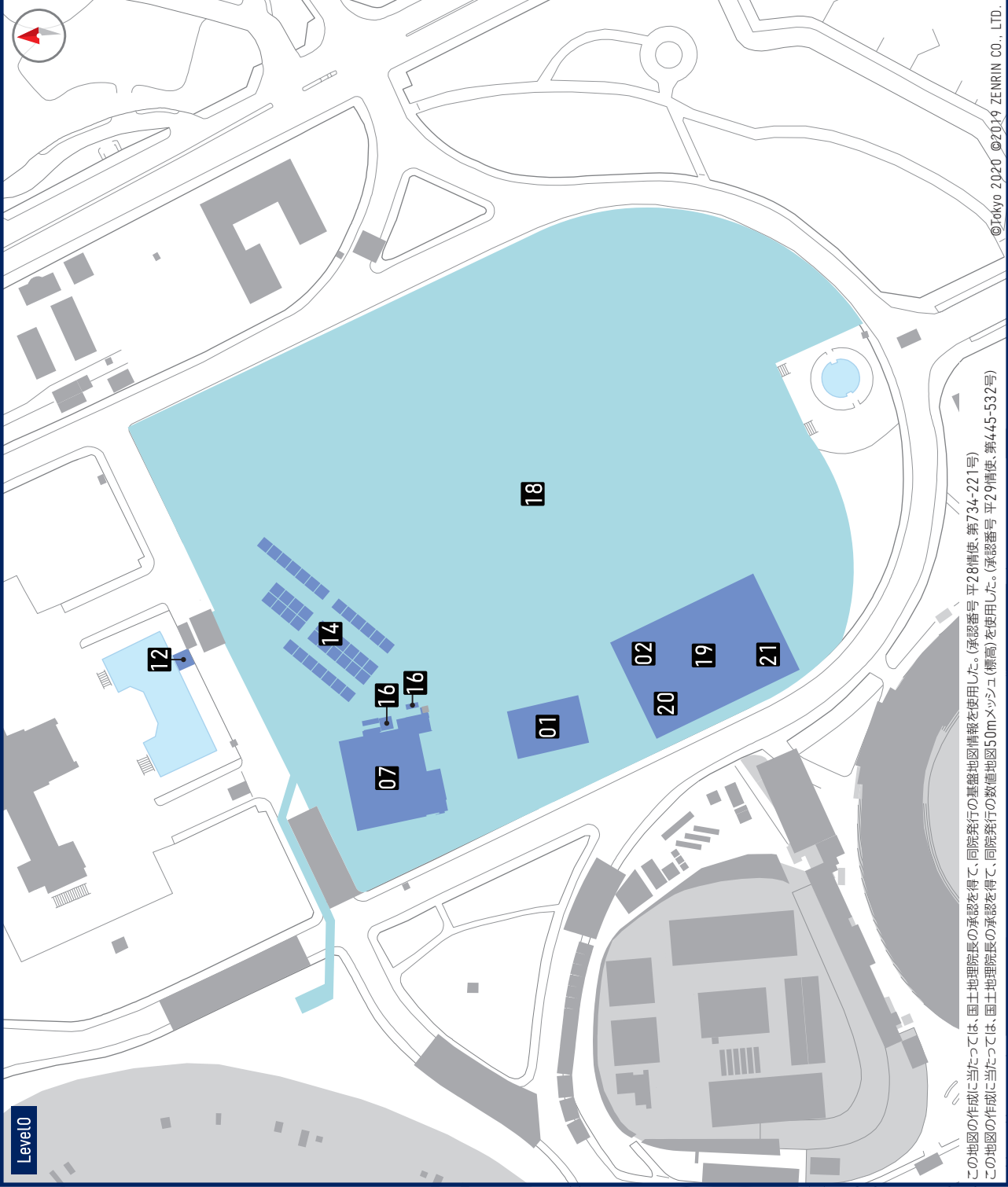
Level 0



Athletics Olympic Stadium

LEGEND

- 01** Athletes' Changing Rooms
- 02** Athletes' Medical Room
- 07** Gathering Point
- 12** TA Loading Area (Athletes)
- 14** Team Tents
- 16** Toilet (w/ Accessible Toilet)
- 18** Warm-up Area
- 19** Weight Training Room
- 20** Athletes' Lounge
- 21** Repair Station



この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の基礎地図情報を使用した。(承認番号 平28情使、第734-221号)
 この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の数値地図50mメッシュ(標高)を使用した。(承認番号 平29情使、第445-532号)

©Tokyo 2020 ©2019 ZENRIN CO., LTD.



Badminton

Competition venue

Yoyogi National Stadium
2-1-1 Jinnan
Shibuya-ku Tokyo
Japan

Gross capacity
10,200

Field of play

The field of play will contain four (4) courts or two (2) courts, depending on the stage of the competition. The competition areas and all equipment will be presented in accordance with the BWF Laws of Badminton and Competition Regulations.

Competition

Schedule

Wednesday 2 September to Sunday 6 September 2020

Athletes

A total of 90 athletes may take part in the Paralympic Badminton competition. This figure comprises 46 male players and 44 female players, including 20 host country and Bipartite Commission places (13 male and seven female).

Medal Events

Men (7)	Women (6)	Mixed (1)
Men's Singles WH1	Women's Singles WH1	Mixed Doubles SL3-SU5
Men's Singles WH2	Women's Singles WH2	
Men's Singles SL3	Women's Singles SL4	
Men's Singles SL4	Women's Singles SU5	
Men's Singles SU5	Women's Doubles WH1-2	
Men's Singles SS6	Women's Doubles SL3-SU5	
Men's Doubles WH1-2		

Training venue

TBC

Dates of operation

Tuesday 18 August to Sunday 6 September 2020

Staffing

Tokyo 2020 competition management

Badminton Sport Manager: Shigeru Kondoh (JPN)

Badminton Discipline Manager: Kazumi Hirano (JPN)

Badminton Services Manager: TBC

Badminton Technical Operations Manager: TBC

Badminton World Federation (BWF)

Technical Delegate: Günter Klützke (GER)

Officials

ITOs: 29

NTOs: 100

Test Event

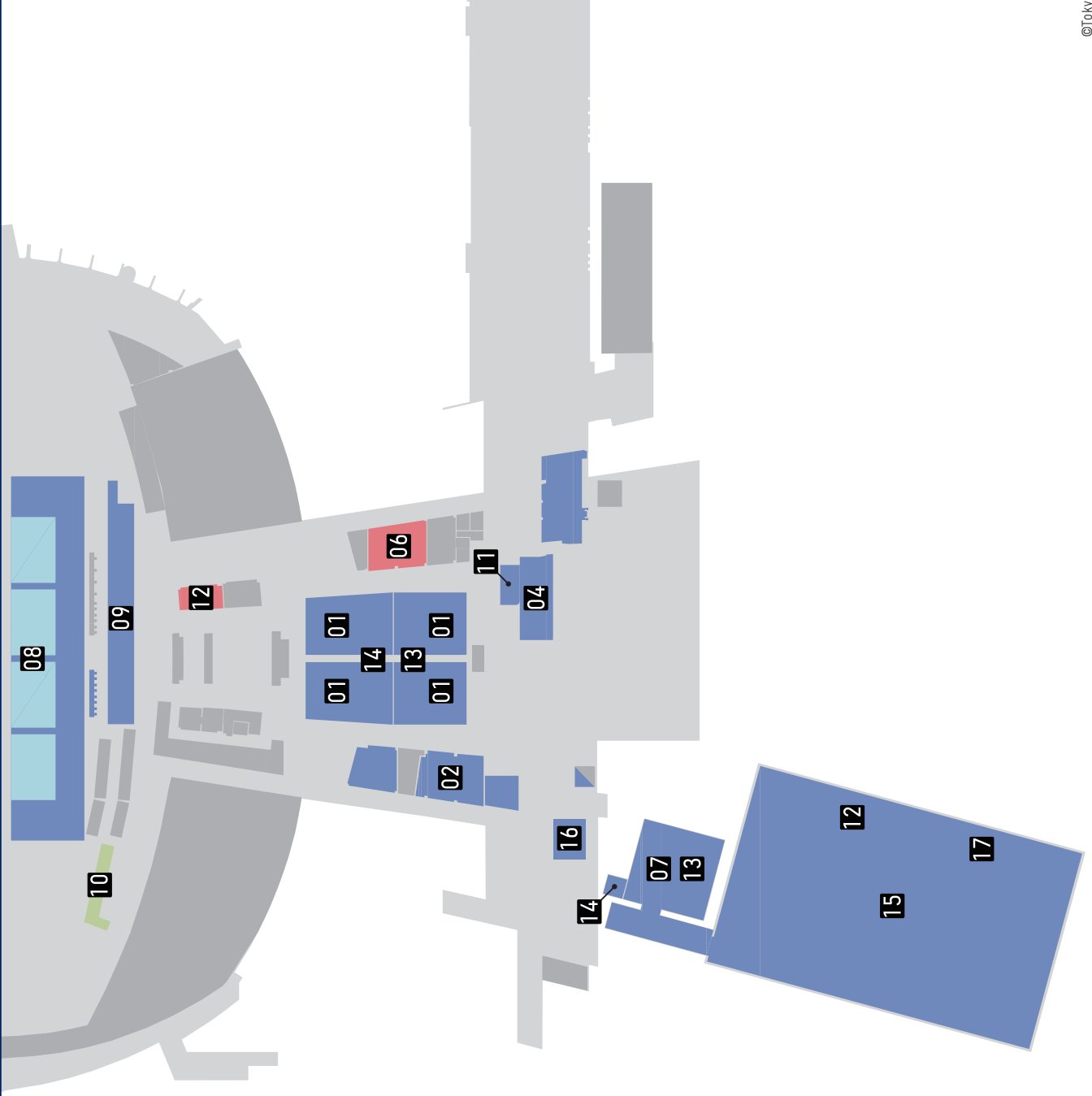
Japan Para-Badminton International 2019

13 to 17 November 2019

Badminton Yoyogi National Stadium

LEGEND

- 01** Athletes' Changing Rooms
- 02** Athletes' Medical Room
- 04** Athletes' Lounge
- 06** Competition Manager and Deputy Manager
- 07** Doping Control Station
- 08** Field of Play (FOP)
- 09** Non-competing Athletes' Seating(Same Sport)
- 10** Mixed Zone (Press)
- 11** Sport Information Desk
- 12** Stringers' Area
- 13** Toilets
- 14** Toilet (Accessible)
- 15** Warm-up Area
- 16** Wheelchair Repair
- 17** Wheelchair Storage





Boccia

Competition venue

Ariake Gymnastics Centre
1-10-1 Ariake
Koto-ku Tokyo
Japan

Gross capacity
12,000

Field of play

The field of play for the Boccia competition at Ariake Gymnastics Centre will contain six (6) courts, each with the dimensions of 12.5m x 6m. Players are required to be in a seated position inside one of the six (6) throwing boxes, each with dimensions of 2.5m x 1m. The competition area and all equipment will be presented in accordance with BISFed rules.

Competition

Schedule

Saturday 29 August to Saturday 5 September 2020

Athletes

A total of 116 athletes may take part in the Boccia competition. This figure comprises a minimum of 34 women and 82 gender free, with 10 places allocated to the host country.

Medal Events

Mixed (7)
Individual - BC1
Individual - BC2
Individual - BC3
Individual - BC4
Team - BC1/BC2
Pairs - BC3
Pairs - BC4

Training venue

Ariake Gymnastics Centre
1-10-1 Ariake
Koto-ku Tokyo
Japan

Dates of operation

Tuesday 18 August to Saturday 5 September 2020

Staffing

Tokyo 2020 competition management

Boccia Sport Manager: Yasumasa Saito (JPN)
Boccia Services Manager: Yuki Yamamoto (JPN)
Boccia Technical Operations Manager: Shunji Kawai (JPN)

Boccia International Sports Federation (BISFed)
IF Technical Delegate: Cannie Leung (HKG)

Officials

ITOs: 15
NTOs: 24

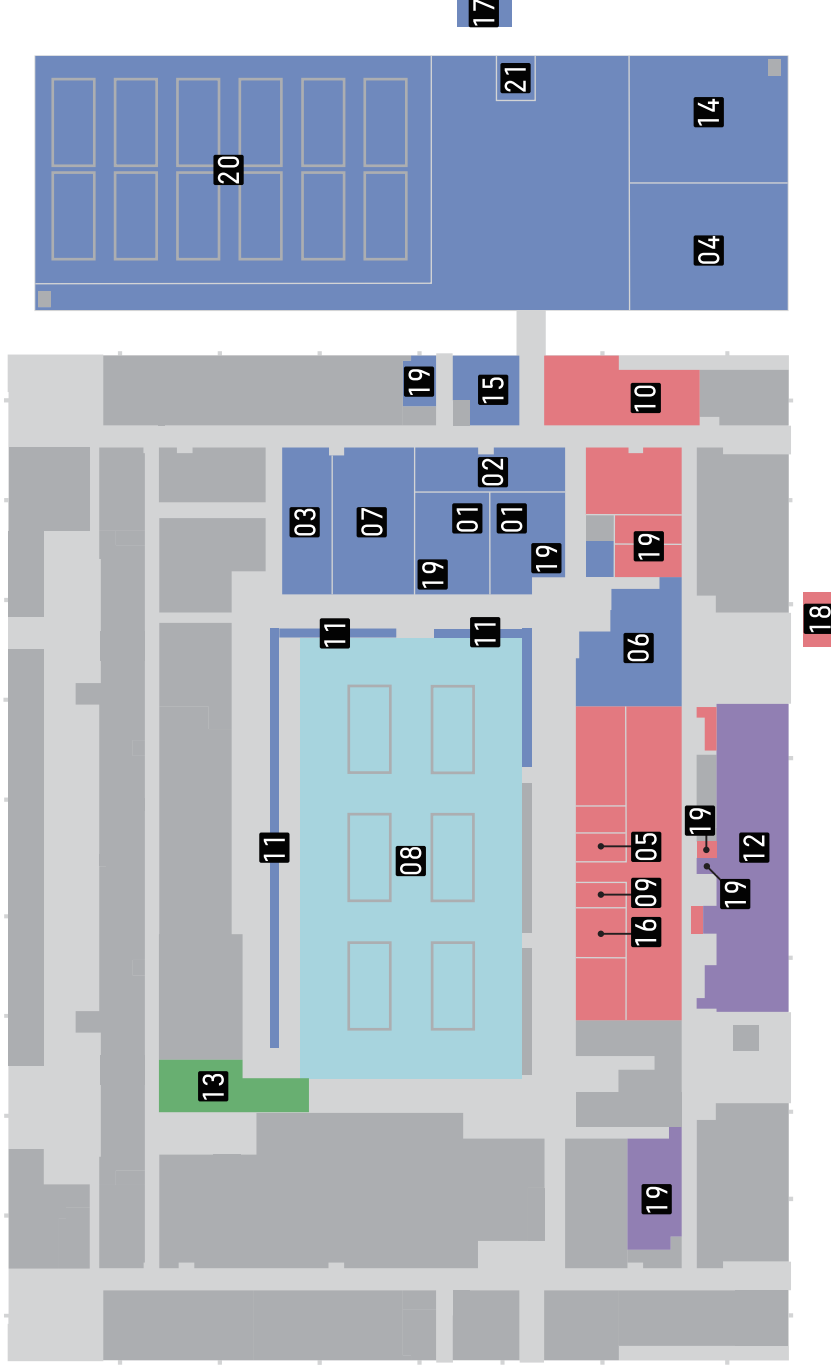
Test Event

2020 Japan Para Championships Boccia
28 February to 1 March 2020

Boccia Ariake Gymnastics Centre

LEGEND

- 01** Athletes' Changing Rooms
- 02** Athletes' Lounge
- 03** Athletes' Medical Room
- 04** Athletes' Relaxation Area
- 05** Competition Manager and Deputy Manager
- 06** Call Room
- 07** Doping Control Station
- 08** Field of Play (FOP)
- 09** IF President
- 10** ITO/NTO/Games Officials' Lounge
- 11** Non-competing Athletes' Seating (Same Sport)
- 12** Paralympic Family Lounge
- 13** Mixed Zone (Press)
- 14** Team Equipment Storage
- 15** Sport Information Desk
- 16** Technical/IF Delegates
- 17** TA Loading Area (Athletes)
- 18** TF Loading Area (Technical Officials)
- 19** Toilet (w/ Accessible Toilet)
- 20** Warm-up Area
- 21** Wheelchair Repair Centre





Canoe Sprint

Competition venue

Sea Forest Waterway

3 Chisaki Aomi

Koto-ku Tokyo

Japan

Gross capacity

12,800

Field of play

The field of play at Sea Forest Waterway is a regatta course measuring 2,000m in length, with a race lane depth greater than 5m. For Paracanoe, the course will include eight (8) lanes and start lines at 200m which meets ICF Paracanoe Competition Rules.

Competition

Schedule

Thursday 3 September to Saturday 5 September 2020

Athletes

A total of 90 athletes (50 male and 40 female) may take part in the Paracanoe competition which includes four (4) places - two (2) men and two (2) women - allocated to the host country.

Medal Events

Men (5)	Women (4)
Kayak L1 200m	Kayak L1 200m
Kayak L2 200m	Kayak L2 200m
Kayak L3 200m	Kayak L3 200m
Va'a L2 200m	Va'a L2 200m
Va'a L3 200m	

Training venue

Sea Forest Waterway

3 Chisaki Aomi

Koto-ku Tokyo

Japan

Dates of operation

Tuesday 18 August to Saturday 5 September 2020

Staffing

Tokyo 2020 competition management

Canoe Sport Manager: Toshi Furuya (JPN)

Canoe Services Manager: Wakana Shibata (JPN)

Canoe Technical Operations Manager: Masaya Yoshikawa (JPN)

International Canoe Federation (ICF)

IF Technical Delegate: John Edwards (CAN)

Officials

ITOs: 17

NTOs: 16

Test Event

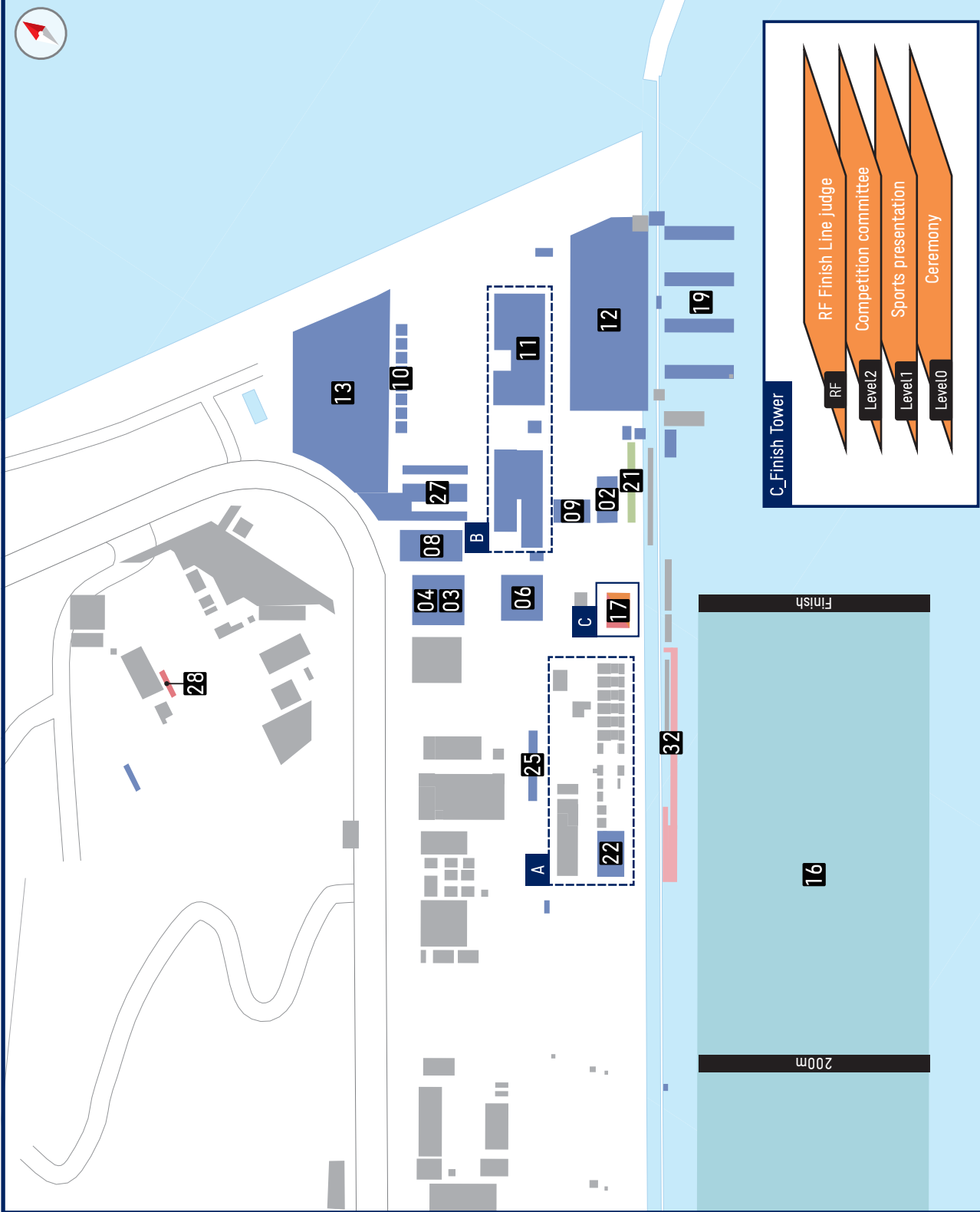
READY STEADY TOKYO – Canoe (Sprint)

12 to 15 September 2019

Canoe Sea Forest Waterway

LEGEND

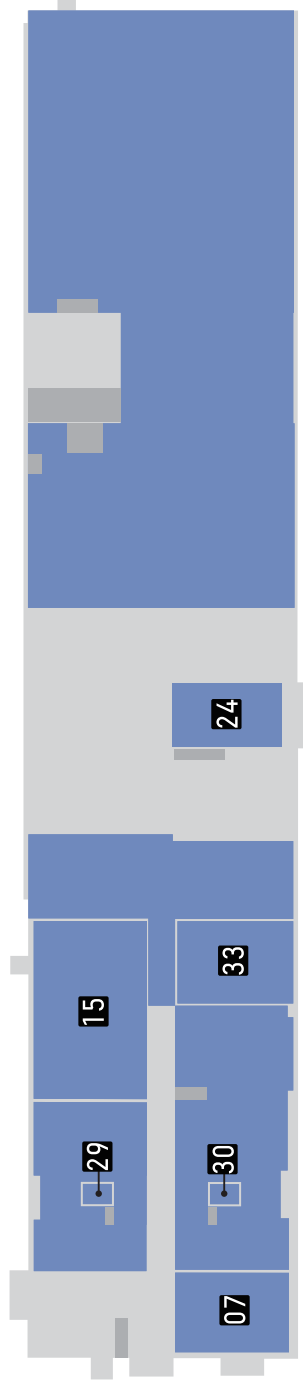
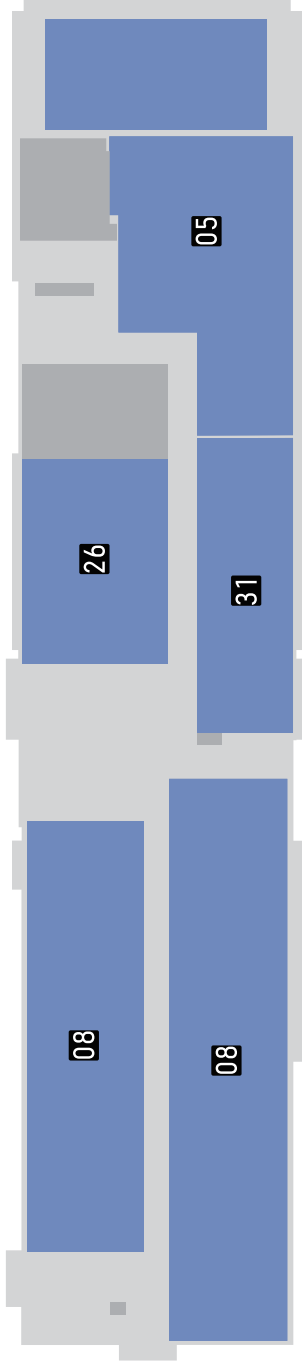
- 02 2nd Boat Control
- 03 Athletes' Changing Room (Men's)
- 04 Athletes' Changing Room (Women's)
- 06 Athletes' Lounge
- 08 Athletes' Rest Area
- 09 Bicycle Rental
- 10 Boat Provider
- 11 Boat Storage - Indoor
- 12 Boat Storage - Outdoor
- 13 Boat Trailers and Container Storage Area
- 16 Field of Play(FOP)
- 17 Finish Tower
- 19 Embarkation/Disembarkation
- 21 Mixed Zone
- 22 Non-competing Athletes' Seating (Same Sport)
- 25 TA Loading Area (Athletes)
- 27 Team Tent
- 28 TF Loading Area (Technical Officials)
- 32 Victory Ceremony Pontoon



この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の基礎地図情報を使用した。(承認番号 平28情使、第734-221号)
 この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の数値地図50mメッシュ(標高)を使用した。(承認番号 平29情使、第445-532号)

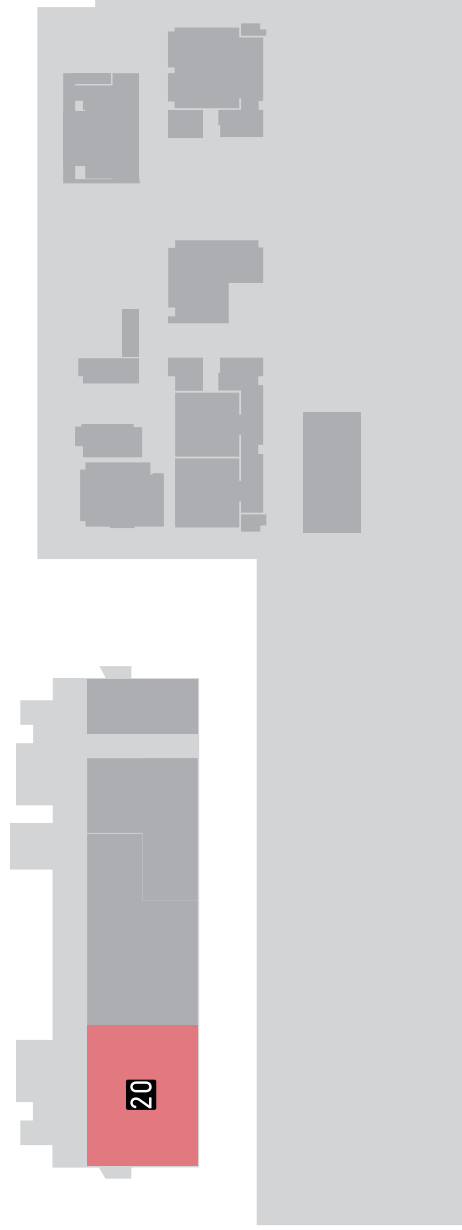
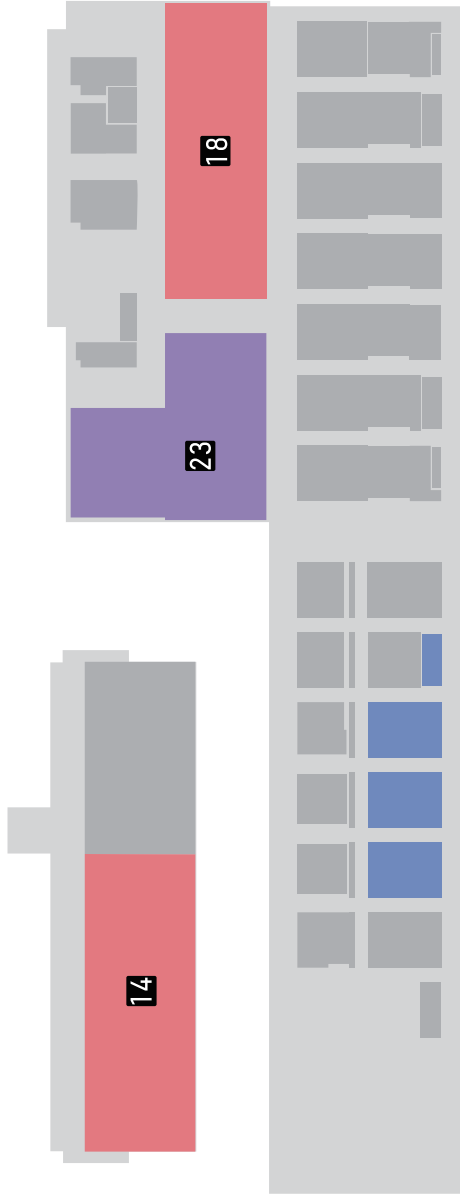
LEGEND

- 05** Athletes' Dining Room
- 07** Athletes' Medical Room
- 08** Athletes' Rest Area
- 15** Doping Control Station
- 24** Sport Information Desk
- 26** Team Leaders Meeting Room
- 29** Toilet (Accessible Men's)
- 30** Toilet (Accessible Women's)
- 31** Ergometers Room
- 33** Wheelchair Repair



LEGEND

- 14** Competition Management
- 18** IF Office
- 20** ITO/NTO Lounge
- 23** Olympic and Paralympic Family Lounge





Cycling Road

Competition venue

Fuji International Speedway
694 Nakahinata
Oyama-cho Sunto-gun Shizuoka
Japan

Gross capacity
22,000

Field of play

The following classification codes are used for Cycling Road events: C (Cycling), H (Handbike), B (Tandem) and T (Tricycle).

There will be three different courses at Fuji International Speedway to allow for the different distances of each event and classification.

Road Race Men (C 71-84.5km, B 114.5km, T 30km, H 45-60km)

Road Race Women (C 47-75km, B 84.5km, T 30km, H 45km)

Time Trial Men (C 20-30km, B 30km, T 15km, H 20km)

Time Trial Women (C20km, B 30km, T 15km, H 20km)

Team Relay (H2-5 22.5km)

Competition

Schedule

Tuesday 1 September to Friday 4 September 2020

Athletes

A combined total of 230 athletes may take part in the Cycling Road and Cycling Track competitions. This number comprises 150 male and 80 female athletes.

Medal Events

Men (20)	Women (13)	Mixed (1)
H2 Road Race	H2-3-4 Road Race	H2-5 Team Relay
H3 Road Race	H5 Road Race	
H4 Road Race	C1-2-3 Road Race	
H5 Road Race	C4-5 Road Race	
C1-2-3 Road Race	B Road Race	
C4-5 Road Race	T1-2 Road Race	
B Road Race	H1-2-3 Time Trial	
T1-2 Road Race	H4-5 Time Trial	
H1 Time Trial	C1-2-3 Time Trial	
H2 Time Trial	C4 Time Trial	
H3 Time Trial	C5 Time Trial	
H4 Time Trial	B Time Trial	
H5 Time Trial	T1-2 Time Trial	
C1 Time Trial		
C2 Time Trial		
C3 Time Trial		
C4 Time Trial		
C5 Time Trial		
B Time Trial		
T1-2 Time Trial		

Training venue

Fuji International Speedway
694 Nakahinata
Oyama-cho Sunto-gun Shizuoka
Japan

Dates of operation

Monday 24 August to Friday 4 September 2020

Staffing

Tokyo 2020 competition management

Cycling Road Discipline Manager: William Clinch (AUS)
Cycling Road Services Manager: Hajime Kitta (JPN)
Cycling Road Technical Operations Manager:
Hiroki Kojima (JPN)
Cycling Road Field of Play Coordinator: Takuya Sato (JPN)
Cycling Road Coordinator: Aya Tsunematsu (JPN)
Para Cycling Coordinator: Ayako Koitabashi (JPN)

Union Cycliste Internationale (UCI)

IF Technical Delegate (Cycling Road): Christopher Bifrare (SUI)

Officials

Games Officials: 8 (combined Cycling Road and Cycling Track)

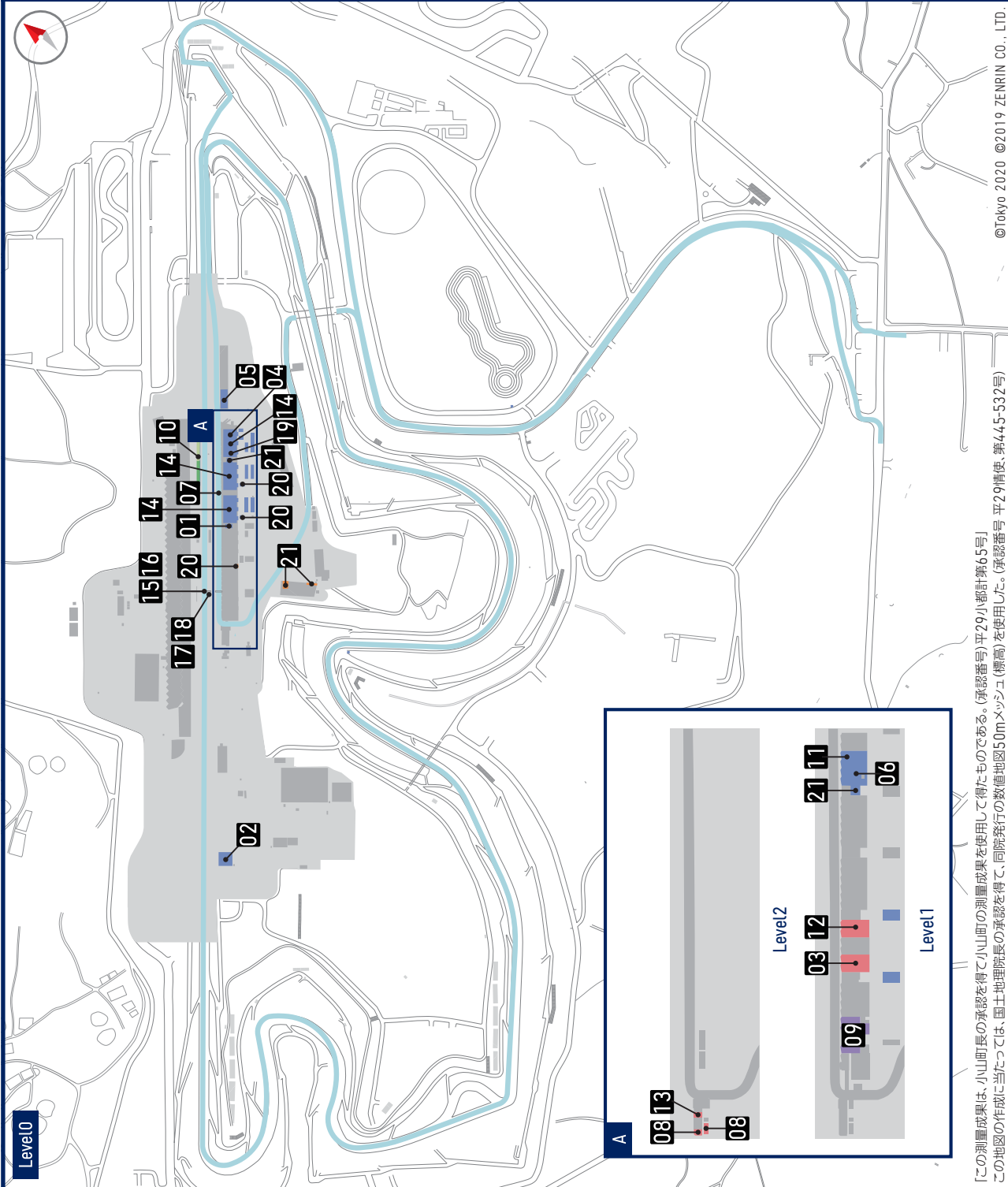
Test Event

TBC

Cycling (Road) Fuji International Speedway

LEGEND

- 01 Athletes' Changing Rooms
- 02 Athletes' Medical Station
- 03 Competition Management Office
- 04 Doping Control Station
- 05 Equipment Storage
- 06 Athletes' Lounge
- 07 Field of Play (FOP)
- 08 IF Office
- 09 Olympic and Paralympic Family Lounge
- 10 Mixed Zone (Press)
- 11 Sport Information Desk
- 12 Technical Officials
- 13 IF Delegates
- 14 Team Tent
- 15 Start Line
- 16 Finish Line
- 17 Finish Judge Podium
- 18 Starter Podium
- 19 Prosthesis Repair
- 20 Toilet (Accessible)
- 21 Toilets



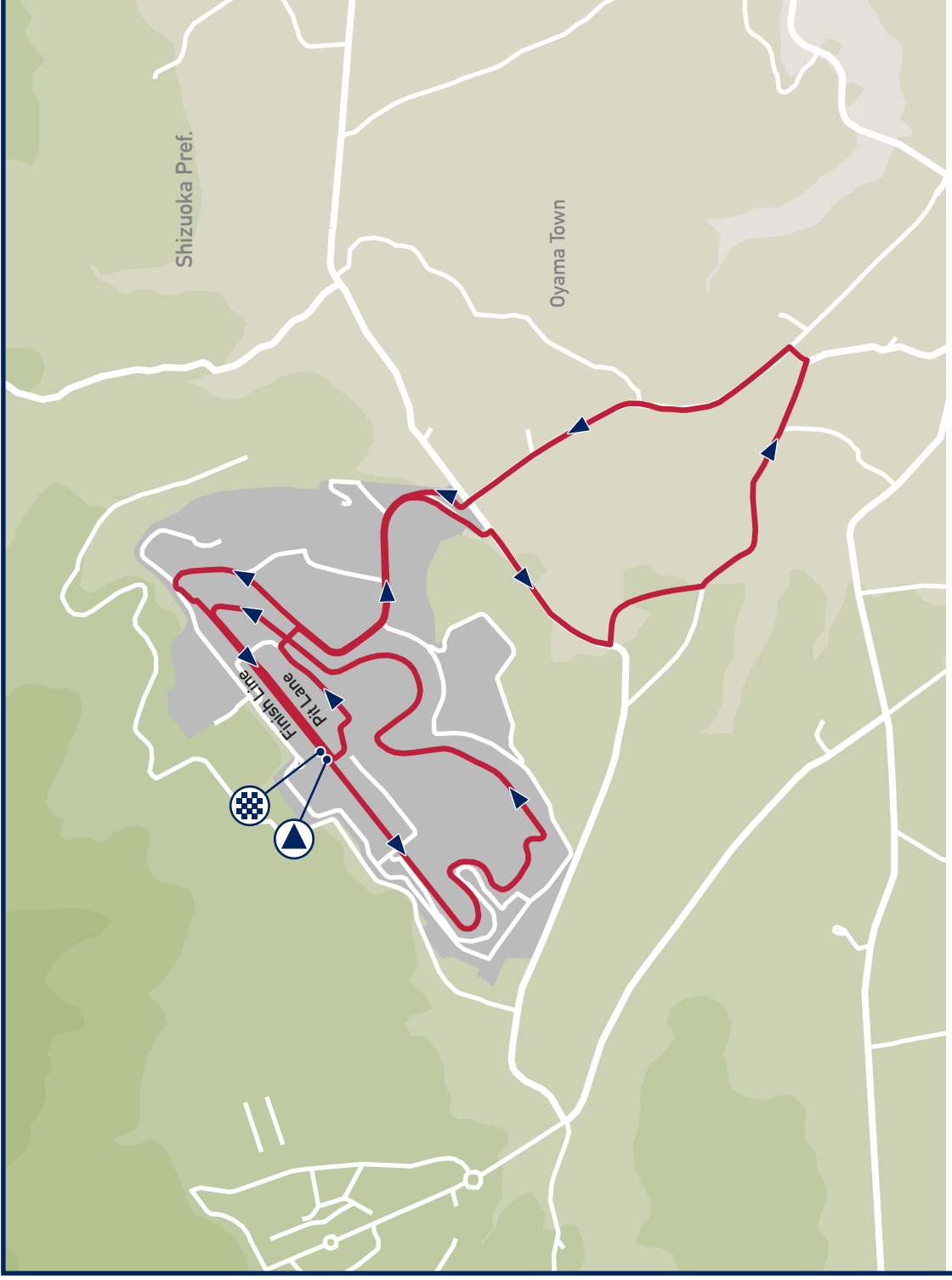
この測量成果は、小山町長の承認を得て小山町の測量成果を使用して得たものである。(承認番号)平29小都計第65号
この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の数値地図50mメッシュ(標高)を使用した。(承認番号 平29国使 第445-532号)

©Tokyo 2020 ©2019 ZENRIN CO., LTD.

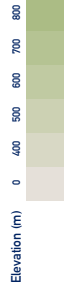
**Road Race (Men/Women)
B,H1-5,T1-2,C1-5
Fuji International Speedway**

LEGEND

-  Start
-  Finish



This course may be subject to change due to Games operation purposes.



この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の50万分1地方図、2万5千分1地形図及び電子地形図25000を使用した。(承認番号 平29情使、第444-1008号)
この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の数値地図50mメッシュ(標高)を使用した。(承認番号 平29情使、第445-532号)

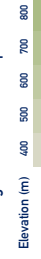
©Tokyo 2020 ©2019 ZENRIN CO., LTD.

**Time Trial (Men/Women)
B,H1-5,T1-2,C1-5
Fuji International Speedway**

LEGEND



This course may be subject to change due to Games operation purposes.



この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の50万分1地方図、2万5千分1地形図及び電子地形図25000を使用した。(承認番号 平29情使、第444-1008号)
この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の数値地図50mメッシュ(標高)を使用した。(承認番号 平29情使、第445-532号)

©Tokyo 2020 ©2019 ZENRIN CO., LTD.

Mixed Team Relay Fuji International Speedway

LEGEND



Shizuoka Pref.

Oyama Town



300m

This course may be subject to change due to Games operation purposes.

Elevation (m) 400 500 600 700 800

この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の50万分1地方図、2万5千分1地形図及び電子地形図25000を使用した。(承認番号 平29情使、第444-1008号)
この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の数値地図50mメッシュ(標高)を使用した。(承認番号 平29情使、第445-532号)

©Tokyo 2020 ©2019 ZENRIN CO., LTD.



Cycling Track

Competition venue

Izu Velodrome
1826 Oono
Izu-shi Shizuoka
Japan

Gross capacity
3,600

Training venue

Izu Velodrome
1826 Oono
Izu-shi Shizuoka
Japan

Dates of operation
Tuesday 18 August to Saturday 29 August 2020

Competition

Schedule
Wednesday 26 August to Saturday 29 August 2020

Athletes
A combined total of 230 athletes may take part in the Cycling Road and Cycling Track competitions. This number comprises 150 male and 80 female athletes.

Medal Events

Men (9)	Women (7)	Mixed (1)
C1-2-3 Kilo	C1-2-3 500m	C1-5 Team Sprint
C4-5 Kilo	C4-5 500m	/
C1 Pursuit	C4 Pursuit	
C2 Pursuit	C5 Pursuit	
C3 Pursuit	C1-2-3 Pursuit	
C4 Pursuit	B Kilo	
C5 Pursuit	B Pursuit	
B Kilo		
B Pursuit		

Staffing

Tokyo 2020 competition management
Cycling Track Discipline Manager: Walter Yue (HKG)
Cycling Track Services Manager: TBC
Cycling Track Technical Operations Manager:
Katsuhiko Yamada (JPN)
Para Cycling Coordinator: Ayako Koitabashi (JPN)

Union Cycliste Internationale (UCI)
IF Technical Delegate (Cycling Track): Christopher Bifrare (SUI)

Officials
Games Officials: 8 (combined Cycling Track and Cycling Road)

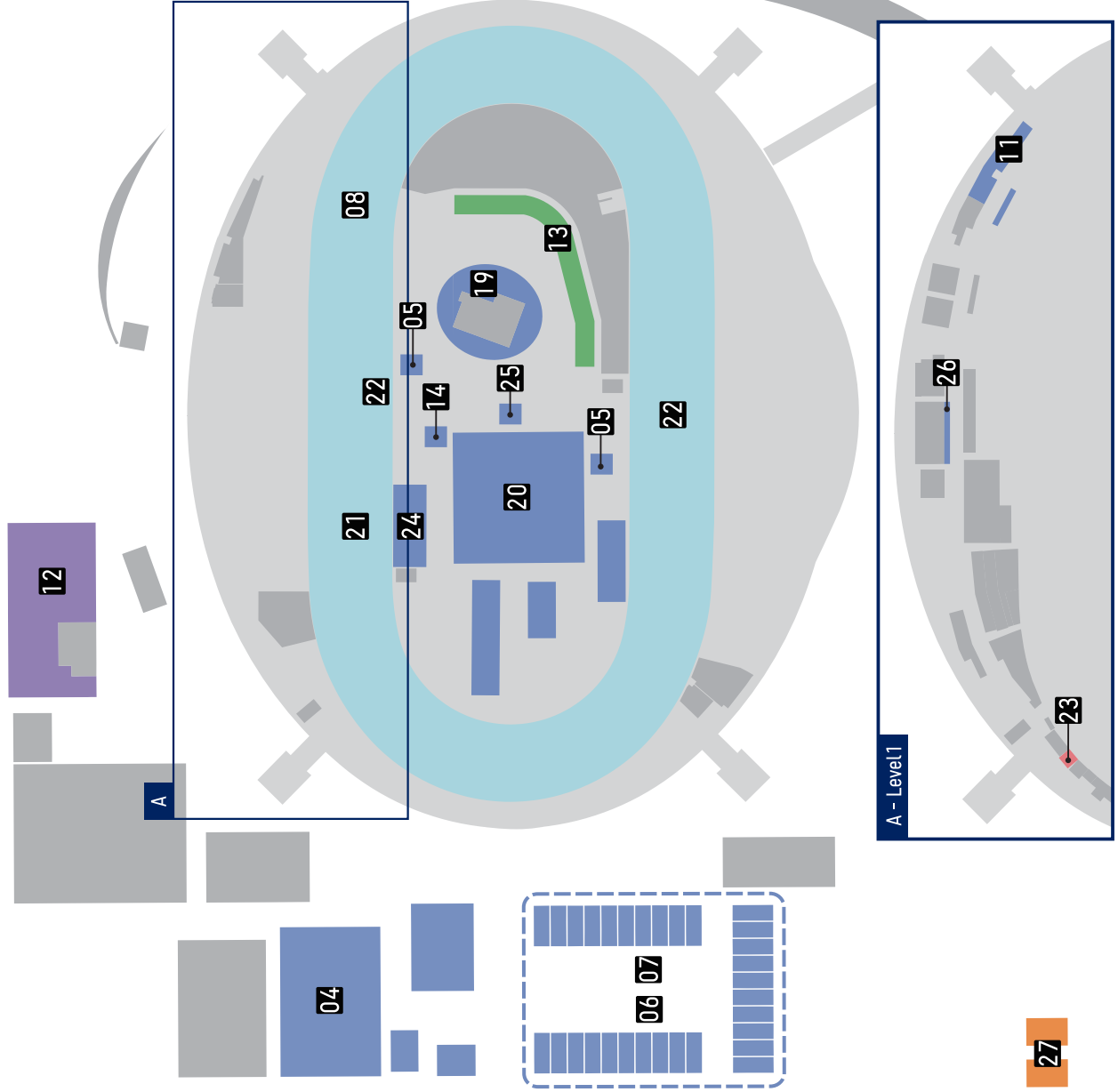
Test Event

TBC

Cycling (Track) Izu Velodrome

LEGEND

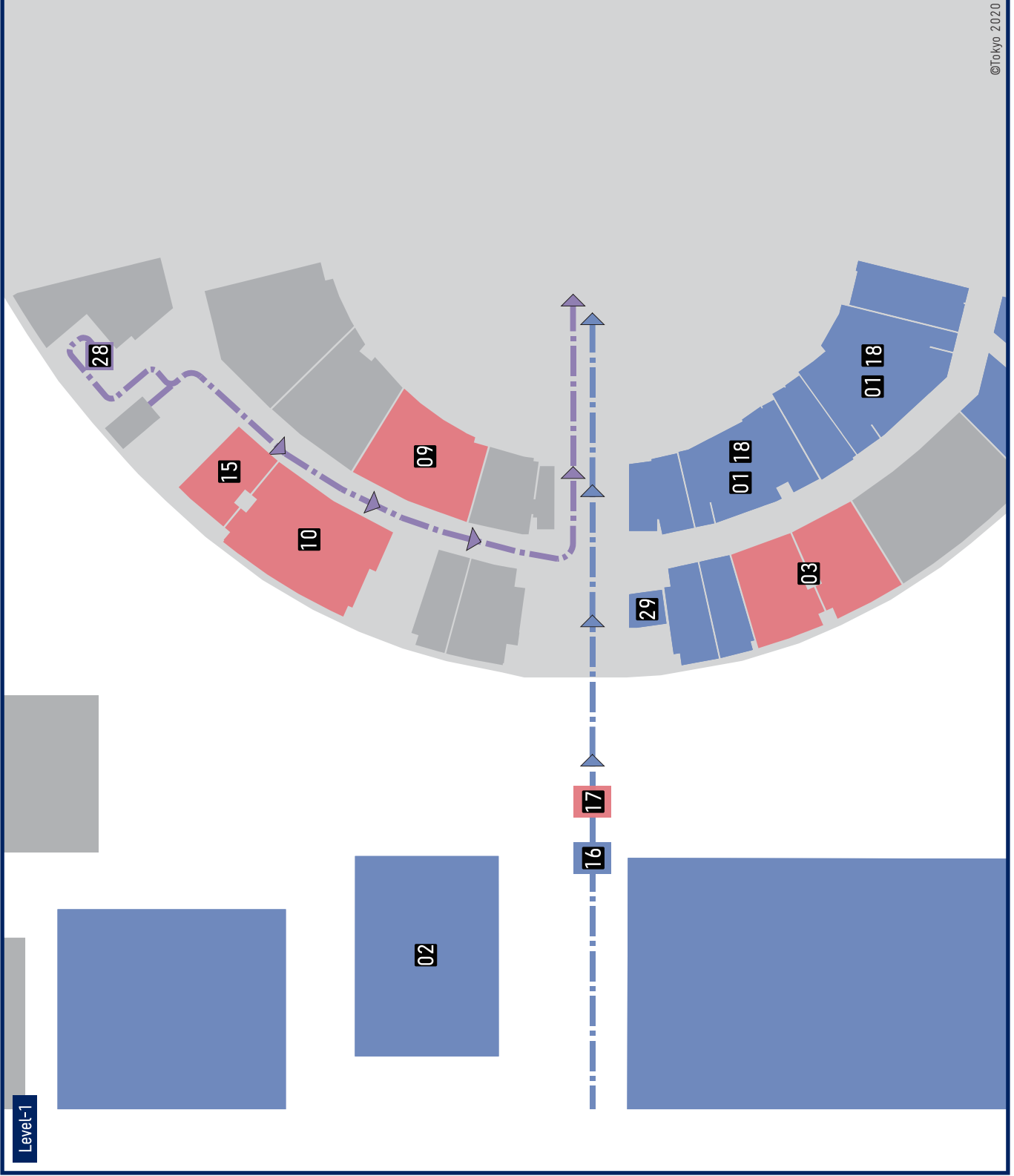
- 04** Doping Control Station
- 05** Riders' Waiting Area
- 06** Equipment Storage
- 07** Equipment Repair
- 08** Field of Play / (FOP)
- 11** Non-competing Athletes' Seating (Same Sport)
- 12** Olympic and Paralympic Family Lounge
- 13** Mixed Zone (Press)
- 14** Sport Information Desk
- 19** Warm-up Area
- 20** Team Pen
- 21** Start/Finish
- 22** Pursuit Line
- 23** Judge Referee Stand
- 24** Finish Judge Podium
- 25** Starter Podium
- 26** Sport Scientists Platform
- 27** Ambulance



Cycling (Track) Izu Velodrome

LEGEND

- 01** Athletes' Changing Rooms
- 02** Athletes' Medical Station
- 03** Competition Management Office
- 09** IF Office
- 10** ITO/NTD/Games Officials' Working Area
- 15** Technical/IF Delegates
- 16** TA Loading Area (Athletes)
- 17** TF Loading Area (Technical Officials)
- 18** Toilets
- 28** TDB/Loading Area (Olympic and Paralympic Family)
- 29** Toilet (Accessible)



Level-1



Equestrian

Competition venue

Equestrian Park
2-1-1 Kamiyoga
Setagaya-ku Tokyo
Japan

Gross capacity
9,300

Competition

Schedule

Thursday 27 August to Monday 31 August 2020

Athletes

A total of 78 athletes will be qualified and allowed to participate at the Tokyo 2020 Paralympic Games, and 78 horses will be allowed to enter the Paralympic stables. No reserve athletes or horses will be permitted.

Medal Events (11)

Championship Test	Freestyle Test
Individual - Grade I	Individual - Grade I
Individual - Grade II	Individual - Grade II
Individual - Grade III	Individual - Grade III
Individual - Grade IV	Individual - Grade IV
Individual - Grade V	Individual - Grade V
Team - Open	

Training venue

Equestrian Park
2-1-1 Kamiyoga
Setagaya-ku Tokyo
Japan

Dates of operation

Tuesday 18 August to Sunday 6 September 2020

Staffing

Tokyo 2020 competition management

Equestrian Sport Manager: Yasuhiko Haruta (JPN)
Equestrian Services Manager: Ayako Nei (JPN)
Equestrian Technical Operations Manager:
Mario Minoru Kuamoto (BRA)
Dressage Manager: Stephen Renouard (GBR)
Veterinary Services Manager: Hiroko Aida (JPN)

International Equestrian Federation (FEI)

IF Technical Delegate: Hanneke Gerritsen (NED)

Officials

ITOs: 20
NTOs: 38

Test Event

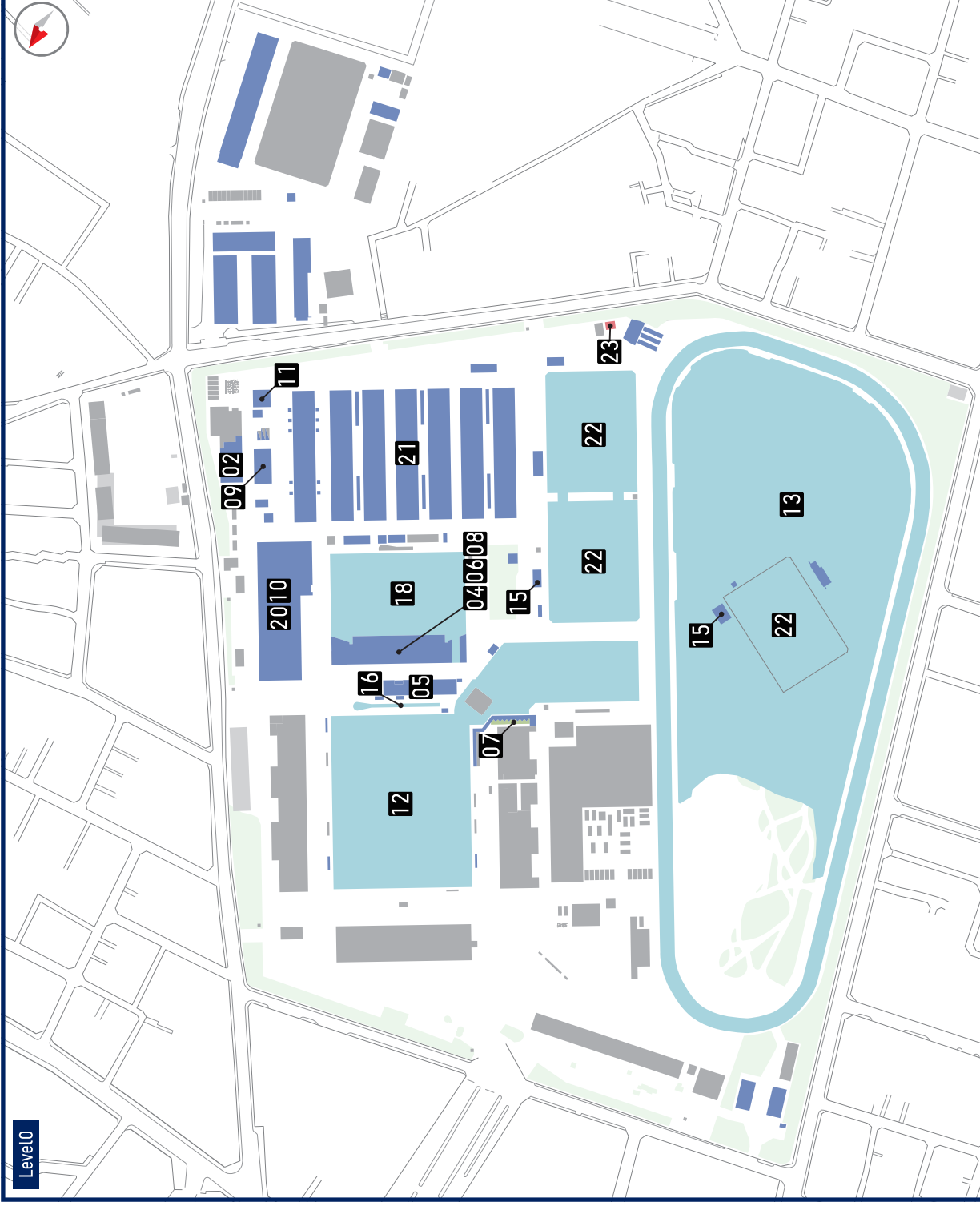
TBC

Level 0

Equestrian Park

LEGEND

- 02** Athletes' Dining Room
- 04** Athletes' Medical Room
- 05** Athletes' Seating Area
- 06** Athletes' Changing Rooms
- 07** Mixed Zone (Broadcast/Press)
- 08** Doping Control Station
- 09** Horse Doping Control Station
- 10** Equine/Vet Clinic
- 11** Farrier Station
- 12** Field of Play (FOP)
- 13** Grazing
- 15** Horse Cooling Tent
- 16** Horse Inspection Strip
- 18** Horse Inspection Strip
- 20** Indoor Arena
- 21** Sport Information Desk
- 22** Stable
- 23** Training Area
- 23** Saddlery Repair Shop



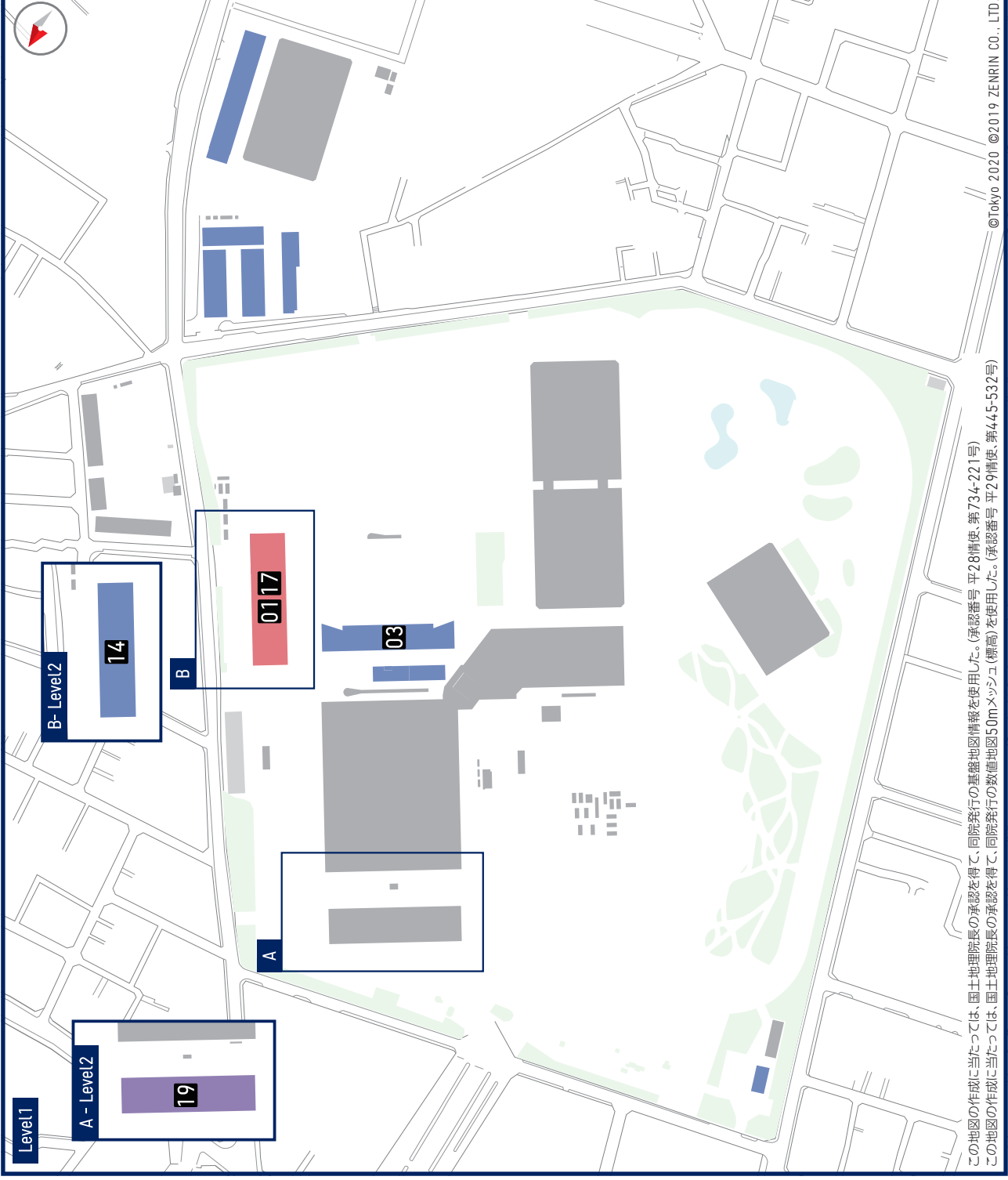
この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の基礎地図情報を使用した。(承認番号 平28情使-第734-221号)
 この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の数値地図50mメッシュ(標高)を使用した。(承認番号 平29情使-第445-532号)

©Tokyo 2020 ©2019 ZENRIN CO., LTD.

Equestrian Equestrian Park

LEGEND

- 01 Athletes' Briefing Room
- 03 Athletes' Lounge
- 14 Grooms' Accommodation
- 17 IF Office
- 19 Paralympic Family Lounge



この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の基礎地図情報を使用した。(承認番号 平28情使-第734-221号)
この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の数値地図50mメッシュ(標高)を使用した。(承認番号 平29情使-第445-532号)

©Tokyo 2020 ©2019 ZENRIN CO., LTD.



Football 5-A-Side

Competition venue

Aomi Urban Sports Park

1-1 Aomi

Koto-ku Tokyo

Japan

Gross capacity

4,300

Field of play

The court has an artificial grass surface and the venue will have a warm-up court that players can use until one (1) hour before matches.

Competition

Schedule

Sunday 30 August to Saturday 5 September 2020

Athletes

A total of 80 athletes may take part in the Football 5-a-side competition. This figure comprises seven (7) teams plus one (1) team allocated to the host country, with each team limited to a maximum of 10 members: eight (8) players plus two (2) goalkeepers.

Medal Events

Men (1)

8-team tournament - B1

Training venue

Aomi Urban Sports Park

1-1 Aomi

Koto-ku Tokyo

Japan

Dates of operation

Tuesday 18 August to Saturday 5 September 2020

Staffing

Tokyo 2020 competition management

Football 5-a-side Sport Manager: Eita Otsubo (JPN)

Football 5-a-side Service Manager: TBC

Football 5-a-side Technical Operations Manager: TBC

International Blind Sports Federation (IBSA)

IF Technical Delegate: Ulrich Pfisterer (GER)

Officials

ITOs: 14

NTOs: 0

Test Event

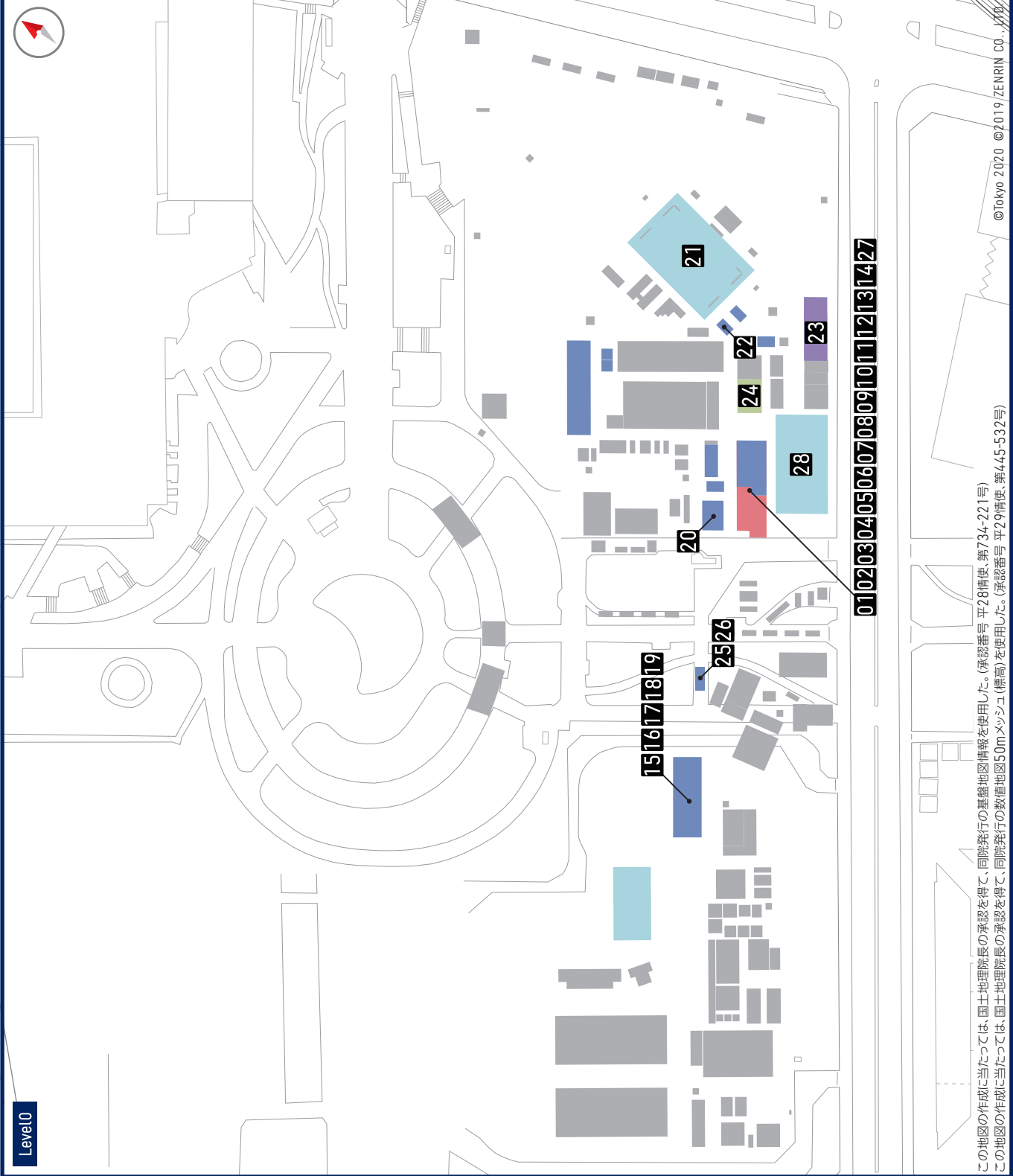
TBC

Level 0

Football 5-a-side Aomi Urban Sports Park

LEGEND

- 01 Athletes' Changing Rooms 1
- 02 Athletes' Changing Rooms 2
- 03 Athletes' Changing Rooms 3
- 04 Athletes' Changing Rooms 4
- 05 Sport Equipment Storage
- 06 Sport Information
- 07 TD Room
- 08 IF Work Room
- 09 IF Meeting Room
- 10 Competition Management Room
- 11 ITO Lounge
- 12 Competition Management Meeting Room
- 13 Competition Management Storage
- 14 ITO Meeting Room
- 15 Athletes' Lounge
- 16 Team Meeting Room 1
- 17 Team Meeting Room 2
- 18 ITO Changing Room (Men's)
- 19 ITO Changing Room (Women's)
- 20 Doping Control Station
- 21 Field of Play (FOP)
- 22 Non-competing Athletes' Seating (Same Sport)
- 23 Olympic and Paralympic Family Lounge
- 24 Mixed Zone (Press)
- 25 TA Loading Area (Athletes)
- 26 TF Loading Area (Technical Officials)
- 27 Toilet (w/Accessible Toilet)
- 28 Warm-up Area



この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の基礎地図情報を使用した。(承認番号 平28情使、第734-221号)
 この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の数値地図50mメッシュ(標高)を使用した。(承認番号 平29情使、第445-532号)

©Tokyo 2020 ©2019 ZENRIN CO., LTD.



Goalball

Competition venue

Makuhari Messe Hall C
2-3 Nakase
Mihama-ku Chiba-shi Chiba
Japan

Gross capacity
5,500

Field of play

The field of play for the Goalball competition will consist of one (1) competition court measuring 18m x 9m. The competition court and all equipment will be presented in accordance with the IBSA Goalball Rules and Regulations.

Competition

Schedule

Wednesday 26 August to Friday 4 September 2020

Athletes

A total of 120 athletes may take part in the Goalball competition. This figure comprises nine (9) men's teams and nine (9) women's teams, plus two (2) teams - one (1) men's and one (1) women's - allocated to the host country. Each team is limited to a maximum of six (6) athletes.

Medal Events

Men (1)	Women (1)
10-team tournament	10-team tournament

Training venue

Makuhari Messe Hall A
2-1 Nakase
Mihama-ku Chiba-shi Chiba
Japan

Dates of operation

Tuesday 18 August to Friday 4 September 2020

Staffing

Tokyo 2020 competition management

Goalball Sport Manager: Kazuo Kondo (JPN)
Goalball Services Manager: Shohei Kobayashi (JPN)
Goalball Technical Operations Manager: Tomomi Togai (JPN)

International Blind Sports Federation (IBSA)

IF Technical Delegate (Goalball Sports Committee):
Alexey Baryaev (RUS)

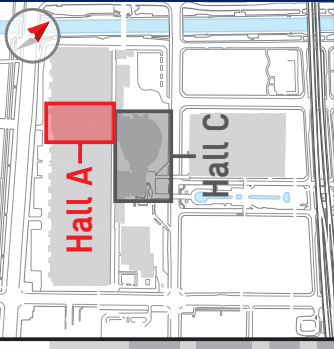
Officials

ITOs: 23
NTOs: 14

Test Event

2019 Japan Para Goalball Championships
28 to 29 September 2019

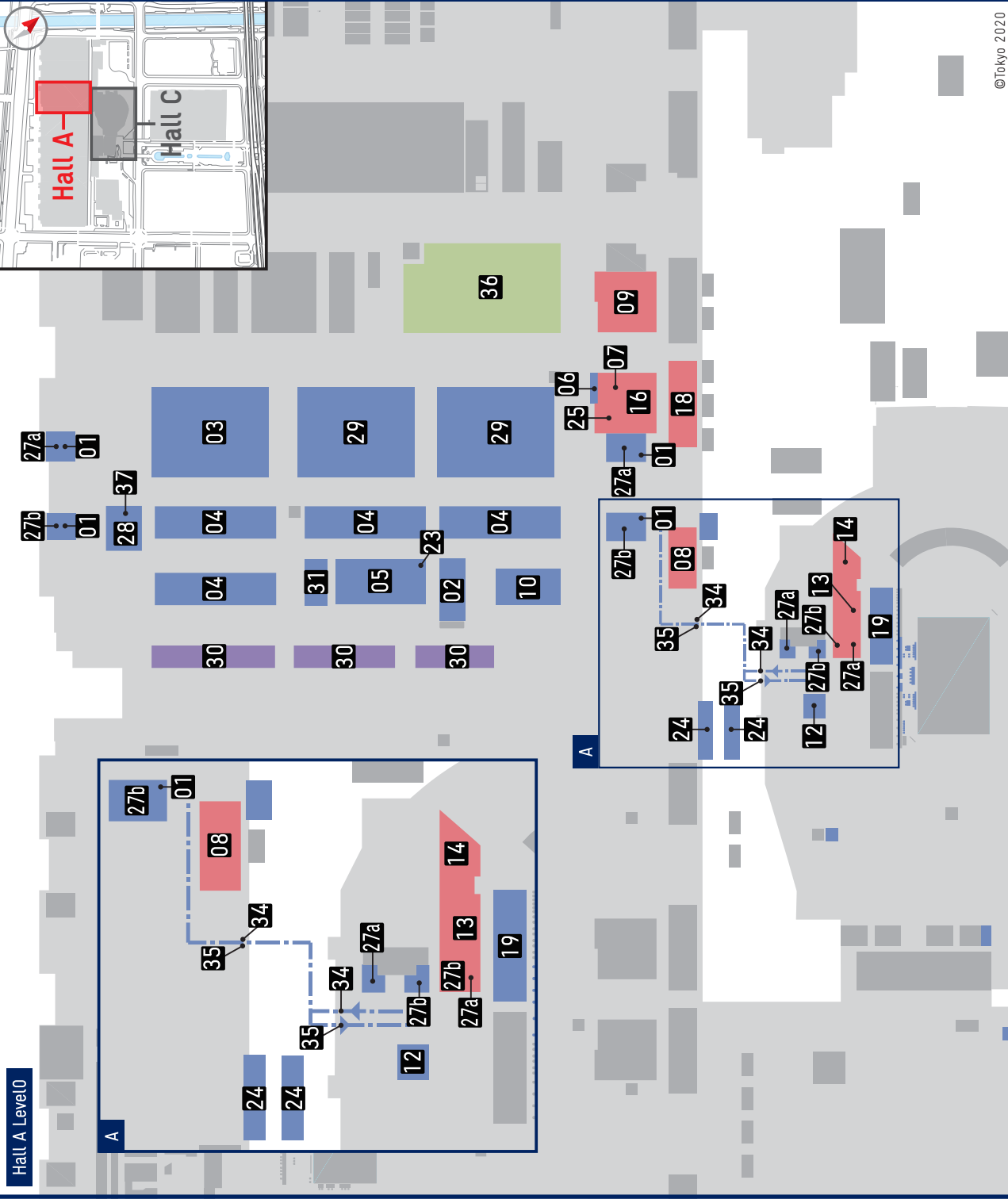
Hall A Level 0



Goalball
Makuhari Messe Hall C

LEGEND

- 01 Toilet (Accessible)
- 02 Athletes' Medical Room
- 03 Athletes' Training Area
- 04 Athletes' Changing Rooms
- 05 Athletes' Lounge
- 06 Coin Toss Area
- 07 Commissioner Room
- 08 Competition Management Meeting Room
- 09 Competition Management Working Area
- 10 Doping Control Station
- 12 FOP Medical Area
- 13 Games Officials' Changing Rooms
- 14 Games Officials' Meeting Rooms
- 16 IF Office / F Meeting Area
- 18 ITO/NTO Officials' Lounge
- 19 Non-competing Athletes' Seating (Same Sport)
- 23 Sport Information Desk
- 24 TA Loading Area (Athletes)
- 25 Technical Delegates' Room
- 27a Toilets (Men's)
- 27b Toilets (Women's)
- 28 Training Area Lounge (Athletes)
- 29 Warm-up Area
- 30 Parking
- 31 Storage (Sports Equipment, FOP)
- 34 Athletes' Entrance/Exit
- 35 ITO/NTO Entrance/Exit
- 36 Press Conference Room
- 37 Training Management Work Area

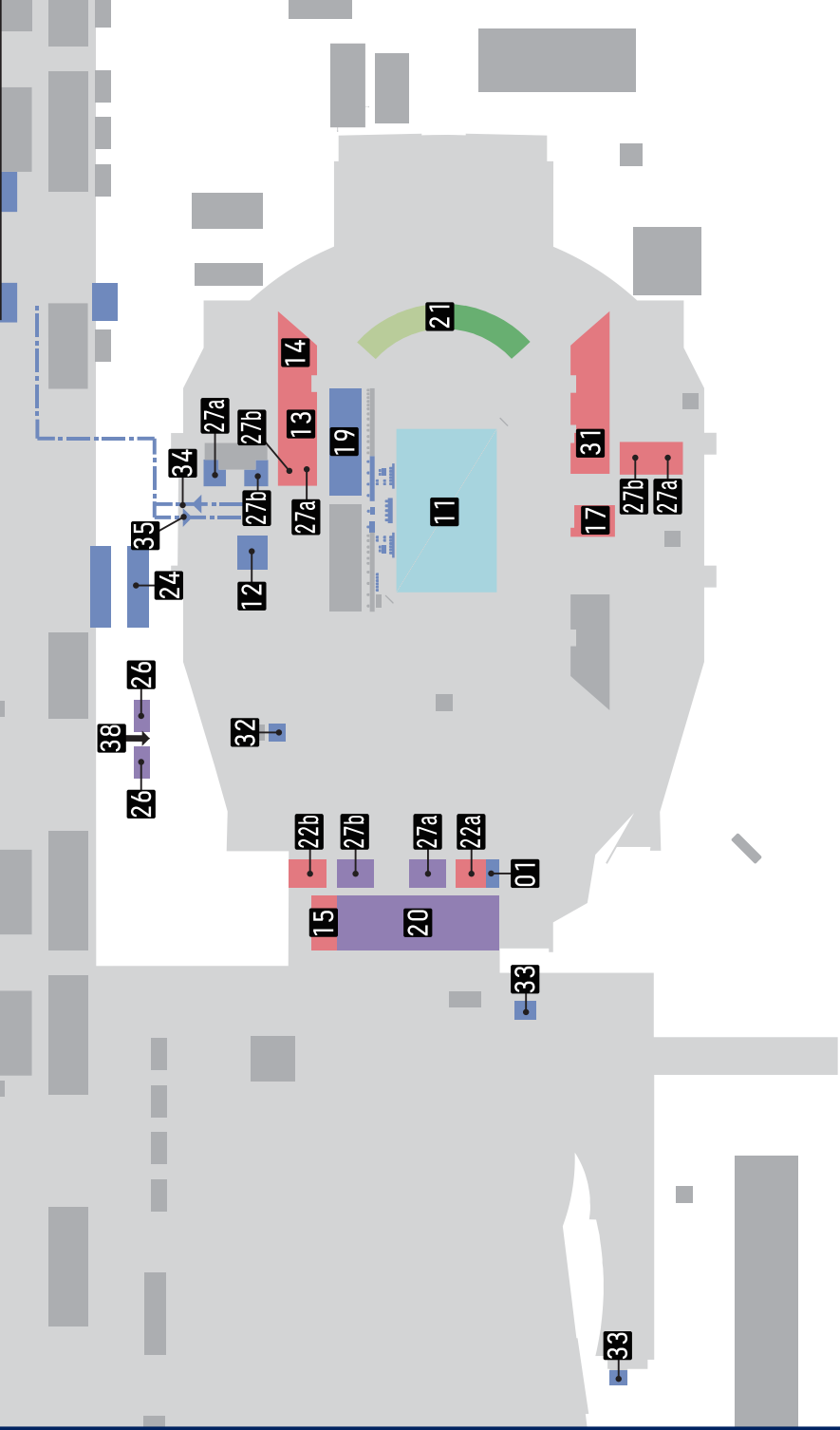
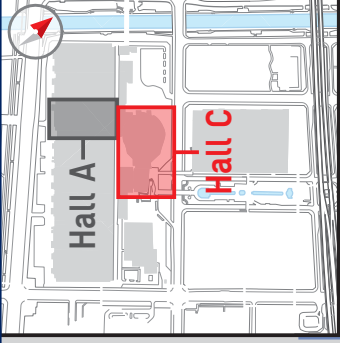


©Tokyo 2020

Goalball Makuhari Messe Hall C

LEGEND

- 01 Toilet (Accessible)
- 11 Field of Play (FOP)
- 12 FOP Medical Area
- 13 Games Officials' Changing Rooms
- 14 Games Officials' Meeting Rooms
- 15 Green Room
- 17 IF President's Room/Secretary General Room
- 19 Non-competing Athletes' Seating (Same Sport)
- 20 Paralympic Family Lounge
- 21 Mixed Zone
- 22a Referee's Shower Room (Men's)
- 22b Referee's Shower Room (Women's)
- 24 TA Loading Area (Athletes)
- 26 TF Loading Area (Paralympic Family)
- 27a Toilets (Men's)
- 27b Toilets (Women's)
- 31 Storage (Sports Equipment, FOP)
- 32 Last Call Area
- 33 Elevator
- 34 Athletes' Entrance/Exit
- 35 ITO/NTO Entrance/Exit
- 38 Entrance/Exit(Paralympic Family)
- ↑ Athletes' Route





Judo

Competition venue

Nippon Budokan
2-3 Kitanomaruchoen
Chiyoda-ku Tokyo
Japan

Gross capacity
11,000

Field of play

The field of play will contain two (2) competition areas during the preliminary phase and one (1) competition area for finals.

Competition

Schedule

Friday 28 August to Sunday 30 August 2020

Athletes

A total of 138 athletes, 80 men and 58 women, may take part in the Judo competition. This figure includes 13 places — seven (7) men and six (6) women — allocated to the host country and 13 Bipartite Commission places — seven (7) men and six (6) women.

Medal Events

Men (7)	Women (6)
Extra Lightweight (-60kg)	Extra Lightweight (-48kg)
Half-Lightweight (-66kg)	Half-Lightweight (-52kg)
Lightweight (-73kg)	Lightweight (-57kg)
Half-Middleweight (-81kg)	Half-Middleweight (-63kg)
Middleweight (-90kg)	Middleweight (-70kg)
Half-Heavyweight (-100kg)	Heavyweight (+70kg)
Heavyweight (+100kg)	

Training venue

Kodokan
1-16-30 Kasuga
Bunkyo-ku Tokyo
Japan

Dates of operation

Tuesday 18 August to Saturday 29 August 2020

Staffing

Tokyo 2020 competition management

Judo Sport Manager: Toshihiko Yamada (JPN)
Judo Services Manager: Sachiyo Yamaguchi (JPN)
Judo Technical Operations Manager: Naoki Ogata (JPN)

International Blind Sports Federation (IBSA)

IF Technical Delegate: Janos Tardos (HUN)

Officials

ITOs: 25
NTOs: 30

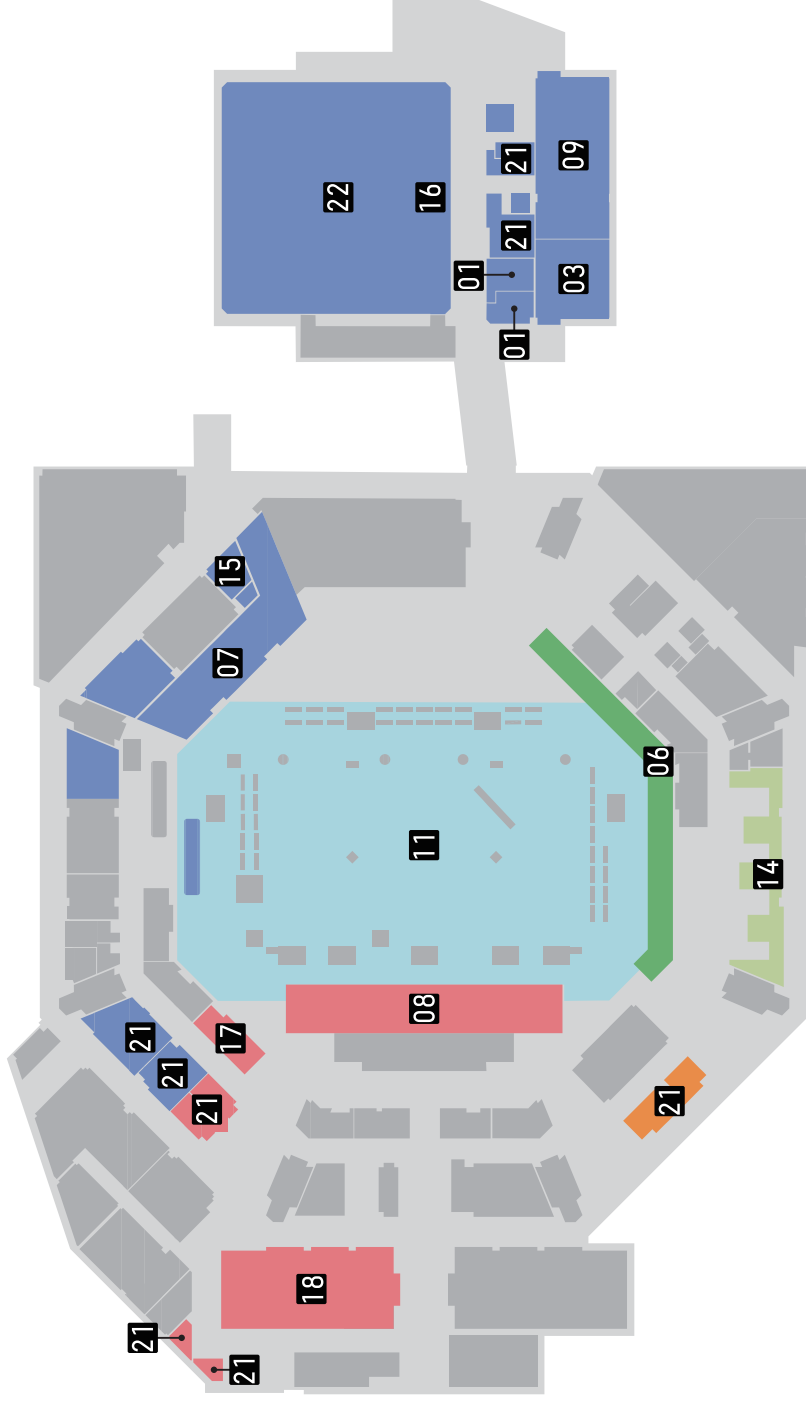
Test Event

TBC

Judo Nippon Budokan

LEGEND

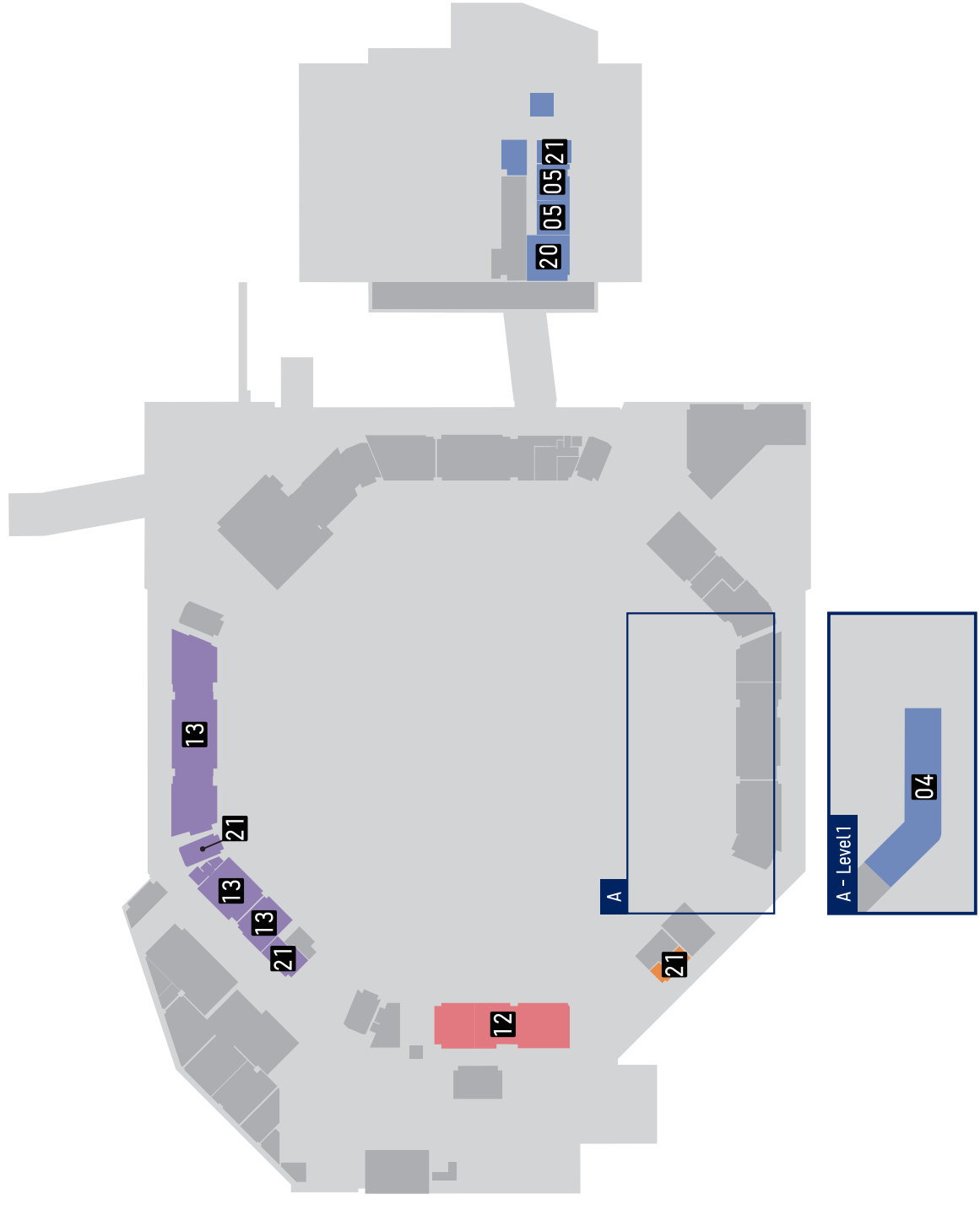
- 01** Athletes' Changing Rooms
- 03** Athletes' Medical Room
- 06** Mixed Zone (Broadcast)
- 07** Call Room (Judogi Control Area)
- 08** Competition Management Table
- 09** Cubicles
- 11** Field of Play (FOP)
- 14** Mixed Zone (Press)
- 15** Sewing Room
- 16** Sport Information Desk
- 17** Technical Delegates' Office
- 18** Technical Officials' Lounge
- 21** Toilets
- 22** Warm-up Area



Judo Nippon Budokan

LEGEND

- 04** Athlete's Seat
- 05** Athletes' Random Weigh-in
- 12** IF President Room
- 13** Paralympic Family Lounge
- 20** Coaches Room
- 21** Toilets



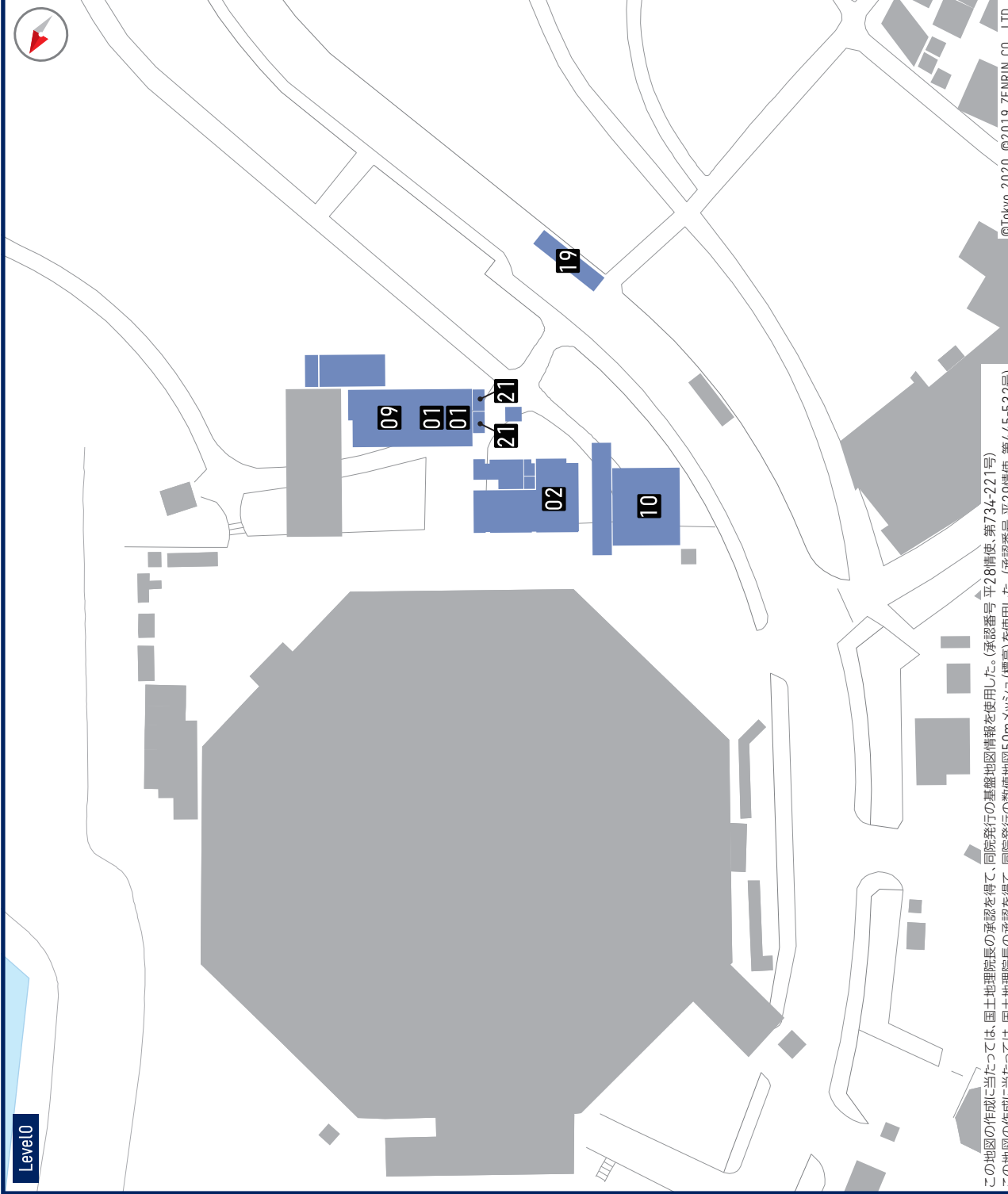
Level 0



Judo Nippon Budokan

LEGEND

- 01 Athletes' Changing Rooms
- 02 Athletes' Lounge
- 09 Cubicles
- 10 Doping Control Station
- 19 TA Loading Area
- 21 Toilets



この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の基礎地図情報を使用した。(承認番号 平28情使 第734-221号)
この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の数値地図50mメッシュ(標高)を使用した。(承認番号 平29情使 第445-532号)

©Tokyo 2020 ©2019 ZENRIN CO., LTD.



Powerlifting

Competition venue

Tokyo International Forum (Hall A)
3-5-1 Marunouchi
Chiyoda-ku Tokyo
Japan

Gross capacity
5,000

Field of play

The field of play for the Powerlifting competition at Tokyo International Forum will contain one (1) competition platform and one (1) Powerlifting bench. The warm-up area will be behind the field of play. The field of play and all equipment will be presented in accordance with WPP0 rules.

Competition

Schedule

Thursday 27 August to Monday 31 August 2020

Athletes

A total of 180 athletes may take part in the Powerlifting competition. This figure comprises eighty (80) male and eighty (80) female athletes, plus twenty (20) Bipartite Commission places.

Medal Events

Men (10)	Women (10)
Up to 49kg	Up to 41kg
Up to 54kg	Up to 45kg
Up to 59kg	Up to 50kg
Up to 65kg	Up to 55kg
Up to 72kg	Up to 61kg
Up to 80kg	Up to 67kg
Up to 88kg	Up to 73kg
Up to 97kg	Up to 79kg
Up to 107kg	Up to 86kg
Over 107kg	Over 86kg

Training venue

Tokyo International Forum (Hall E)
3-5-1 Marunouchi
Chiyoda-ku Tokyo
Japan

Dates of operation

Tuesday 18 August to Monday 31 August 2020

Staffing

Tokyo 2020 competition management

Powerlifting Sport Manager: Susumu Yoshida (JPA)
Powerlifting Service Manager: TBC
Powerlifting Technical Operations Manager: Veronika Kuchtova (CZE)

World Para Powerlifting (WPP0)

IF Technical Delegate: Lt Cdr Kamaruzaman Kadir (MAS)

Officials

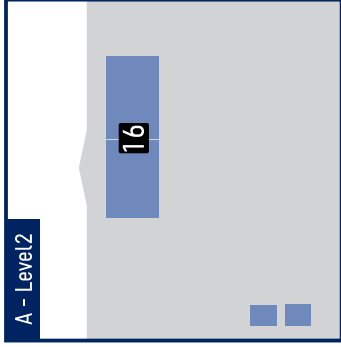
ITOs: 30
NTOs: 8

Test Event

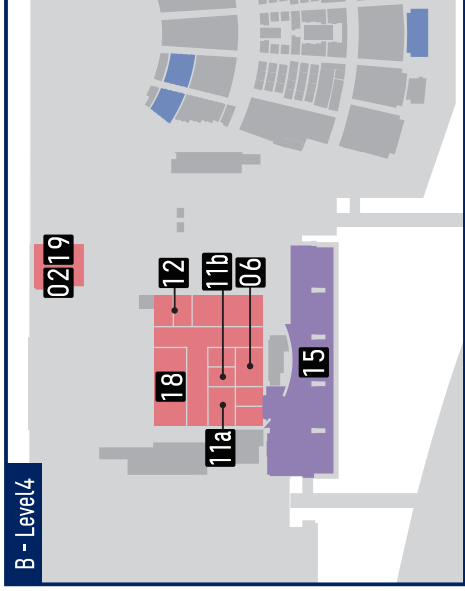
READY STEADY TOKYO – Powerlifting
26 to 27 September 2019

Level3

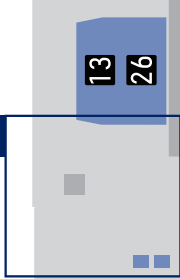
A - Level2



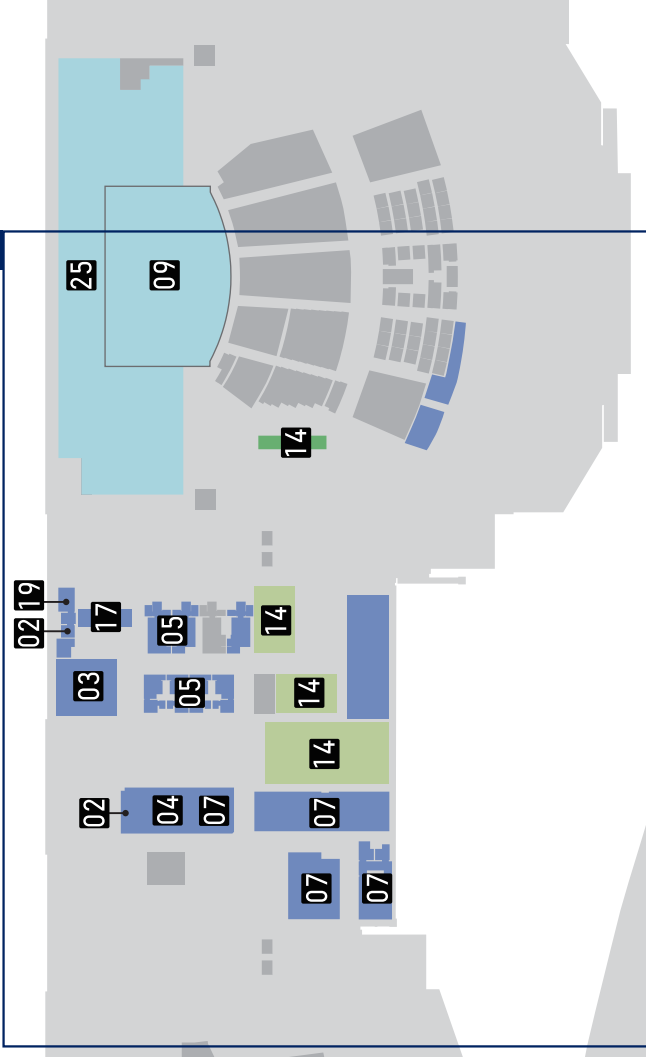
B - Level4



A



B



Powerlifting Tokyo International Forum

LEGEND

- 01** Athletes Changing Room
- 02** Toilet (Accessible)
- 03** Athletes' Lounge
- 04** Athletes' Medical Room
- 05** Massage Area
- 06** Competition Management
- 07** Doping Control Station
- 09** Field of Play (FOP)
- 11a** IF Office
- 11b** IF Delegates' Room
- 12** Technical Officials' Lounge (ITO)
- 13** Kit Check
- 14** Mixed Zone
- 15** Paralympic Family Lounge
- 16** Sauna
- 17** Sport Information Desk
- 18** Technical Officials' Lounge (NTO)
- 19** Toilets
- 25** Warm-up Area
- 26** Weigh-in Room

Powerlifting Tokyo International Forum

LEGEND

- 02** Toilet (Accessible)
- 08** Drop-off Point
- 10** General Weigh-in Room
- 19** Toilets
- 20** Training Area Changing Room (Athletes)
- 21** Training Area Lounge (Athletes)
- 22** Training Area Medical Station (Athletes)
- 23** Training Area Sauna (Athletes)
- 24** Training Venue





Rowing

Competition venue

Sea Forest Waterway

3 Chisaki Aomi
Koto-ku Tokyo
Japan

Gross capacity

12,800

Field of play

The field of play for the Rowing competition at Sea Forest Waterway is an eight-lane, 2,000m course. The course and all equipment will be presented in accordance with the FISA Rules of Racing and Related Bye-Laws. To the south of the course, the venue also includes four (4) lanes for warming up and cooling down.

Competition

Schedule

Friday 28 August to Sunday 30 August 2020 (with a spare day on Monday 31 August)

Athletes

A total of 96 athletes, 48 men and 48 women, may take part in the Rowing competition. This figure comprises 42 men and 42 women, plus four (4) places - two (2) male and two (2) female - allocated to the host country, and eight (8) Bipartite Commission places - four (4) male and four (4) female. The total figure excludes coxswains for the coxed four, who may be either male or female.

Medal Events

Mixed (2)	Men (1)	Women (1)
Double Sculls - TAMix2x	Single Sculls - ASM1x	Single Sculls - ASW1x
Coxed Four - LTAMix4+		

Training venue

Sea Forest Waterway

3 Chisaki Aomi
Koto-ku Tokyo
Japan

Dates of operation

The venue will be available for training from 08:00 to 19:00 every day from Tuesday 18 August to Thursday 27 August 2020. Once competition begins on 28 August 2020, teams will be able to train on competition waters in the morning from 07:00 (until 30 minutes before the start of the first race each day) and after the day's competition has finished until 19:00.

Staffing

Tokyo 2020 competition management

Rowing Sport Manager: Nathalie Phillips (GBR/SUI)
Rowing Deputy Sport Manager: Daisuke Nakajima (JPN)
Rowing Services Manager: Lotte Vloedmans (NED)
Rowing Technical Operations Manager: Hideyuki Sahara (JPN)
Rowing Equipment & Facilities Manager: TBC

International Rowing Federation (FISA)

IF Technical Delegate: TBC

Officials

ITOs: 33
NTOs: 30

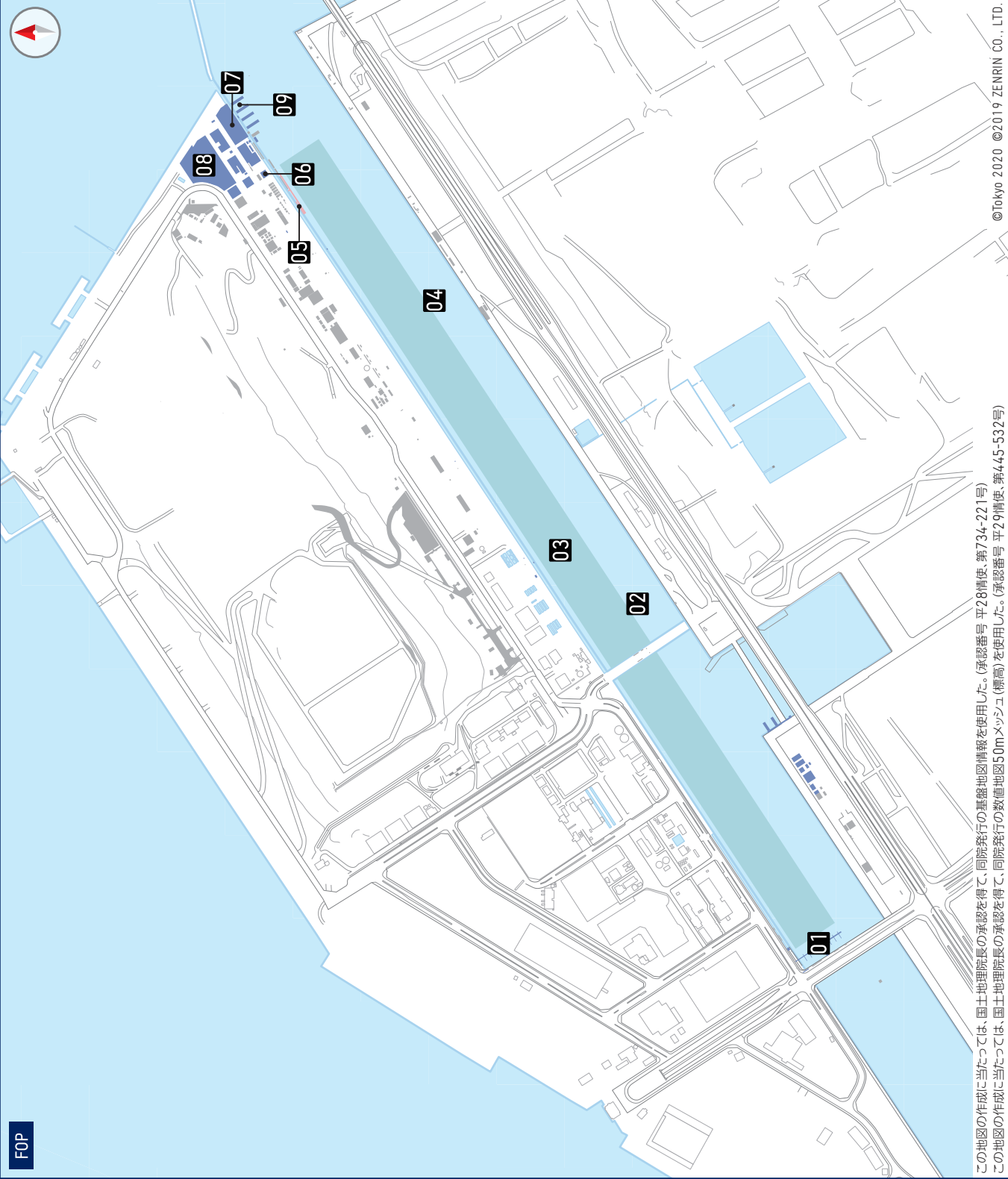
Test Event

TBC

Rowing Sea Forest Waterway

LEGEND

- 01 Start Pontoon
- 02 Warm-up Area
- 03 Field of Play (FOP)
- 04 Cool down Area
- 05 Victory Ceremony Pontoon
- 06 Finish Tower
- 07 Boat Storage Area
- 08 Boat Trailers and Container Storage Area
- 09 In/Out Pontoon



この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の基礎地図情報を使用した。(承認番号 平28情使、第734-221号)
 この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の数値地図5.0mメッシュ(標高)を使用した。(承認番号 平29情使、第45-532号)

©Tokyo 2020 ©2019 ZENRIN CO., LTD.

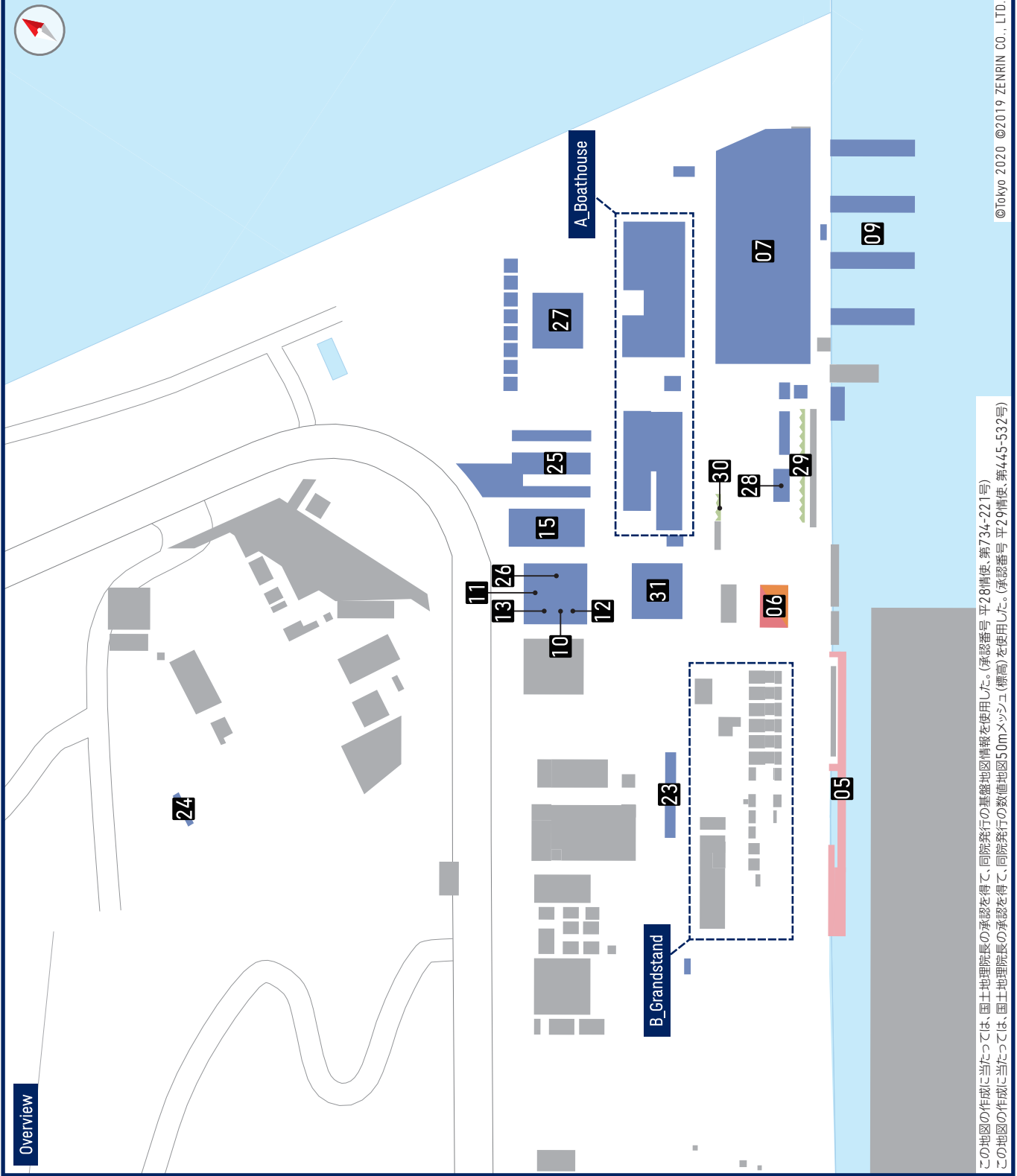
Overview



Rowing Sea Forest Waterway

LEGEND

- 05** Victory Ceremony Pontoon
- 06** Finish Tower
- 07** Boat Storage Area
- 09** In/Out Pontoon
- 10** Athletes' Changing Room (Men's)
- 11** Athletes' Changing Room (Women's)
- 12** Toilet (Accessible Men's)
- 13** Toilet (Accessible Women's)
- 15** Athletes' Rest Area
- 23** TA Loading Area (Athletes)
- 24** TF Loading Area (Technical Officials)
- 25** Team Tents
- 26** Massage Area
- 27** Boat Repair
- 28** Bicycle Rental
- 29** Mixed Zone 1
- 30** Mixed Zone 2
- 31** Team Bag Storage

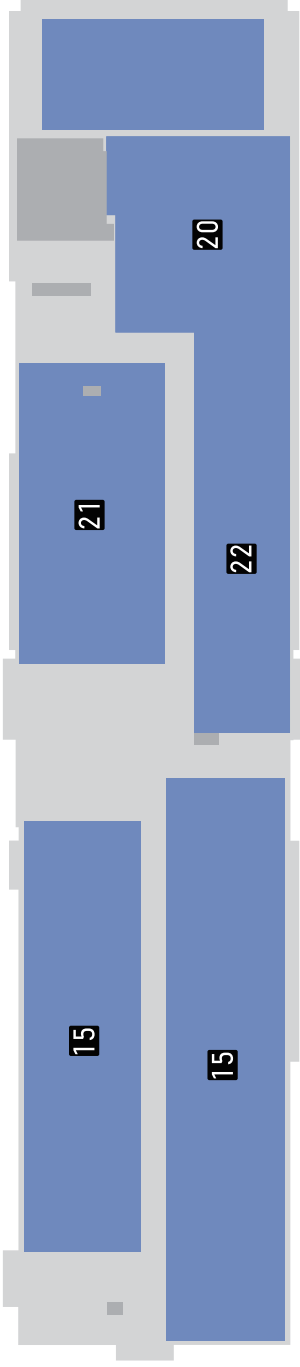


この地図の作成に当たっては、国土地理院長の承認を得て、同院長の基礎地図情報を使用した。(承認番号 平28情使、第734-221号)
この地図の作成に当たっては、国土地理院長の承認を得て、同院長の数値地図5.0mメッシュ(標高)を使用した。(承認番号 平29情使、第445-532号)

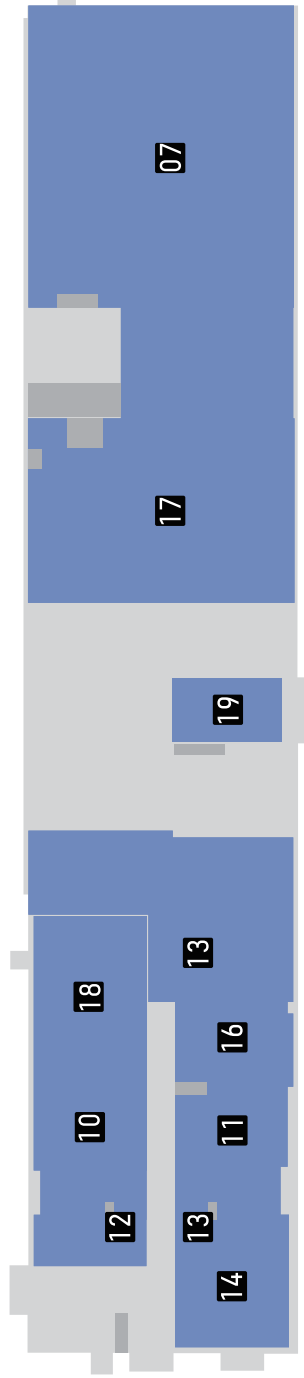
©Tokyo 2020 ©2019 ZENRIN CO., LTD.

LEGEND

- 07 Boat Storage Area
- 10 Athletes' Changing Room (Men's)
- 11 Athletes' Changing Room (Women's)
- 12 Toilet (Accessible Men's)
- 13 Toilet (Accessible Women's)
- 14 Athletes' Medical Room
- 15 Athletes' Rest Area
- 16 Athletes' Weigh-In Station
- 17 Boat Weigh-In Station
- 18 Doping Control Station
- 19 Sport Information Desk
- 20 Athletes' Dining Room
- 21 Team Leaders' Briefing Room
- 22 Training Gym



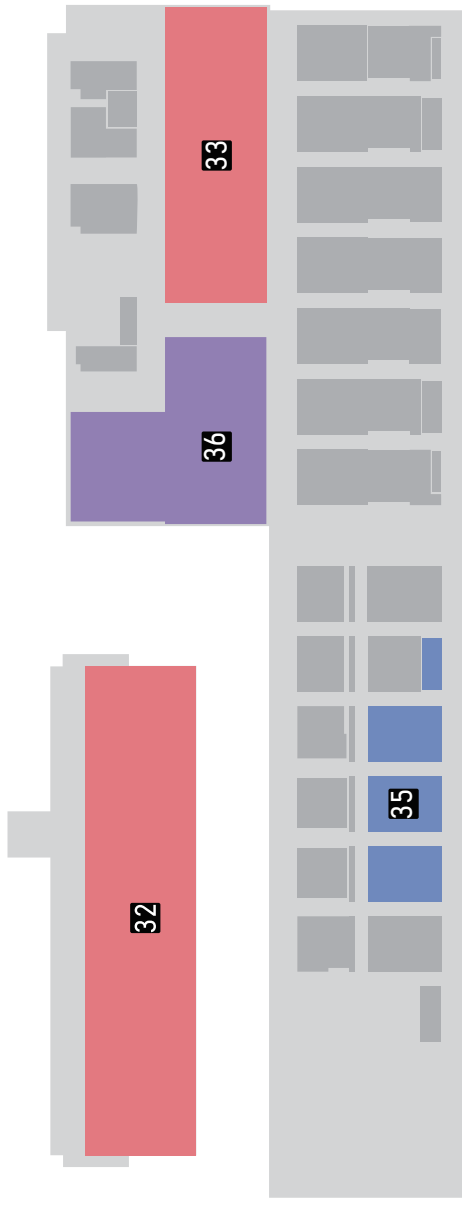
Level 1



Level 0

LEGEND

- 32** Competition Management
- 33** IF Office
- 34** ITO/NTO Lounge
- 35** Non-competing Athletes' Seating (Same Sport)
- 36** Olympic and Paralympic Family Lounge





Shooting

Competition venue

Asaka Shooting Range
 9-4 Ooizumigakuenmachi
 Nerima-ku Tokyo
 Japan

Gross capacity

Rifle & Pistol: 3,200 (2,400 for the finals hall/25m qualification range and 800 for the 10m/50m qualification range)

Field of play

The venue will contain the following competition areas:

- one (1) rifle/pistol qualification range for 10m and 50m events, with 60 targets for 10m and 70 targets for 50m
- one (1) pistol qualification range for 25m events, with 25 firing points (indoor)
- one (1) rifle/pistol finals range
- three (3) shotgun ranges, including a finals range

All competition areas and all equipment will be presented in accordance with World Shooting Para Sport Rules and Regulations.

Competition

Schedule

Monday 31 August to Sunday 6 September 2020

Athletes

A total of 154 athletes - 65 men, 54 women and 35 gender free - may take part in the Shooting competition.

Medal Events

Mixed (6)	Men (3)	Women (3)
R3: 10m Air Rifle Prone SH1	R1: 10m Air Rifle Standing SH1	R2: 10m Air Rifle Standing SH1
R4: 10m Air Rifle Standing SH2	R7: 50m Rifle 3 Positions SH1	R8: 50m Rifle 3 Positions SH1
R5: 10m Air Rifle Prone SH2	P1: 10m Air Pistol SH1	P2: 10m Air Pistol SH1
R6: 50m Rifle Prone SH1		
P3: 25m Pistol SH1		
P4: 50m Pistol SH1		
R9: 50m Rifle Prone SH2		

Training venue

Asaka Shooting Range
9-4 Ooizumigakuenmachi
Nerima-ku Tokyo
Japan

Dates of operation

Friday 21 August to Saturday 5 September 2020

Staffing

Tokyo 2020 competition management

Shooting Sport Manager: Peter Underhill (GBR)
Shooting Services Manager: Ryutaro Furuya (JPN)
Shooting Technical Operations Manager: Shunsuke Kosai (JPN)

World Shooting Para Sport (WSPS)

IF Technical Delegate: Ghislaine Briez (FRA)

Officials

ITOs: 13
NTOs: 30

Test Event

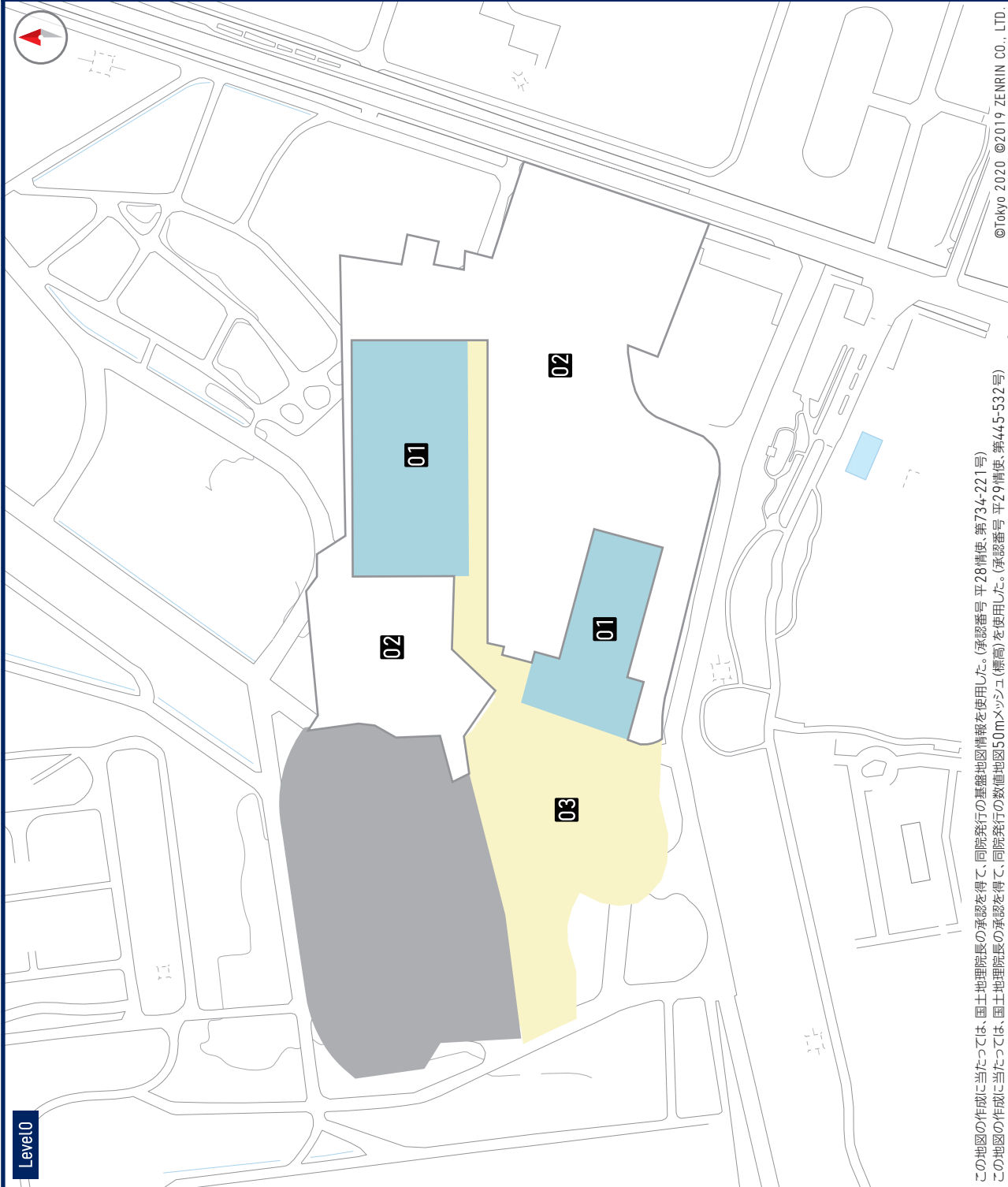
TBC



Shooting Asaka Shooting Range

LEGEND

- 01** TBD/ Field of Play (FOP)
- 02** TBD/BOH
 - Armoury
 - Ammunition depot
 - Warm-up Area
 - Athletes' Changing Rooms
 - Athletes' Lounge
 - Final Call Room
 - Athletes' Medical Station
 - Doping Control Station
 - Equipment Control
 - Sport Equipment Storage
 - FOP Equipment Storage
 - Equipment Repair Station
 - Mixed Zone (Press)
 - Competition Management
 - Technical/IF Delegates
 - IF Lounge
 - Olympic and Paralympic Family Lounge
 - ITD/NTD Lounge
 - Sport Information Desk
 - Toilet (w/ Accessible Toilet)
 - TA Loading Area (Athletes)
 - TF Loading Area (Technical Officials)
- 03** Spectator Zone



この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の基礎地図情報を使用した。(承認番号 平28情使 第734-221号)
 この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の数値地図50mメッシュ(標高)を使用した。(承認番号 平29情使 第445-532号)



Sitting Volleyball

Competition venue

Makuhari Messe Hall A
2-1 Nakase
Mihama-ku Chiba-shi Chiba
Japan

Gross capacity
10,000

Field of play

The field of play will contain one (1) competition court. The court and all equipment will be presented in accordance with the World ParaVolley Official Sitting Volleyball Rules 2017-2020 and the current World ParaVolley Sport Regulations.

Competition

Schedule

Friday 28 August to Sunday 6 September 2020

Athletes

A total of up to 192 athletes may take part in the competition. This figure comprises seven (7) men's teams and seven (7) women's teams, plus two (2) teams - one (1) men's and one (1) women's - allocated to the host country. Each team is limited to a maximum of 12 athletes.

Medal Events

Men (1)	Women (1)
8-team tournament	8-team tournament

Training venue

TBC

Dates of operation

Tuesday 18 August to Sunday 6 September 2020

Staffing

Tokyo 2020 competition management

Sitting Volleyball Sport Manager: Inmo Nam (KOR)
Sitting Volleyball Services Manager: Masaki Okubo (JPN)
Sitting Volleyball Technical Operations Manager:
Yoshihito Takeda (JPN)

World ParaVolley (WPV)

IF Technical Delegate: Jonathan Moore (GBR)

Officials

ITOs: 32

NTOs: 48

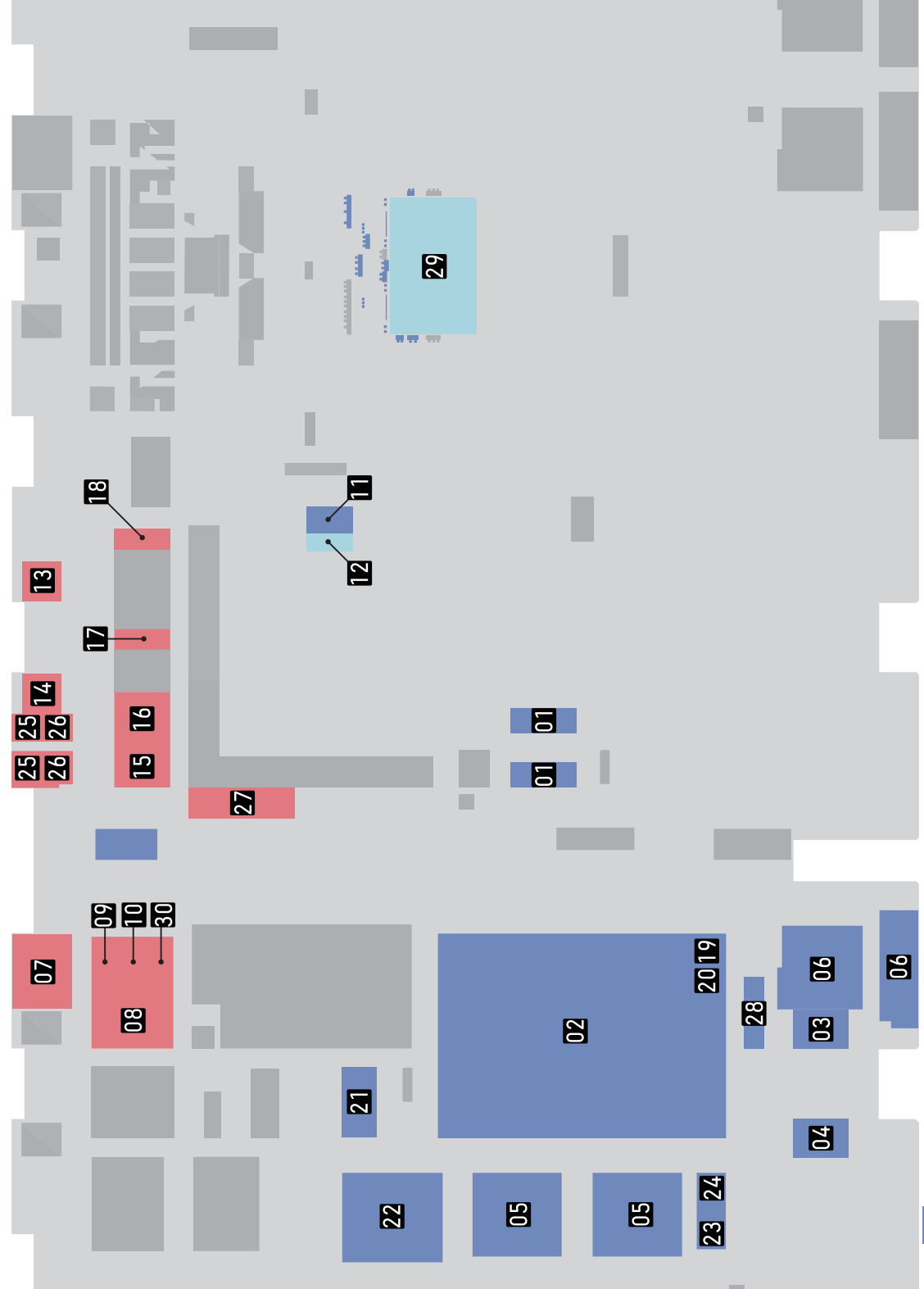
Test Event

TBC

Sitting Volleyball Makuhari Messe Hall A

LEGEND

- 01 Toilet (Accessible)
- 02 Warm-up Area
- 03 Toilet (Men's/Near warm-up area)
- 04 Toilet (Women's/Near warm-up area)
- 05 Athletes' Changing Room
- 06 Athletes' Lounge
- 07 IF Official's Lounge - NTO
- 08 IF Official's Lounge - ITO
- 09 IF President
- 10 IF Secretariat
- 11 Non-competing Athletes' Seating (Same Sport)
- 12 Non-competing Athletes' Seating (Different Sport)
- 13 Toilet (Men's)
- 14 Toilet (Women's)
- 15 IF Meeting Room
- 16 Competition Management
- 17 Technical Delegates' Room
- 18 Team Referee Office
- 19 Classification Area (PCD)
- 20 Classification Area (PCD) Office
- 21 Medical Room
- 22 Doping Control Station
- 23 Sports Equipment Storage Room
- 24 Reception Area
- 25 ITO Changing Room (Men's)
- 26 ITO Changing Room (Women's)
- 27 FOP Equipment Storage
- 28 Sport Information Desk
- 29 Field of Play (FOP)
- 30 Work Room





Swimming

Competition venue

Tokyo Aquatics Centre

2-2-1 Tatsumi

Koto-ku Tokyo

Japan

Gross capacity

15,000

Field of play

The competition pool will be a 10-lane, 50m pool with a depth of 3m. The events will be conducted in the eight (8) central lanes of the pool. The competition area and all equipment will be presented in accordance with World Para Swimming Rules and Regulations.

Competition

Schedule

Wednesday 26 August to Friday 4 September 2020

Athletes

A total of 620 athletes - 340 men, 280 women

Medal Events

Men (76)	Women (69)
50m Freestyle S3	50m Freestyle S4
50m Freestyle S4	50m Freestyle S6
50m Freestyle S5	50m Freestyle S8
50m Freestyle S7	50m Freestyle S10
50m Freestyle S9	50m Freestyle S11
50m Freestyle S10	50m Freestyle S13
50m Freestyle S11	100m Freestyle S3
50m Freestyle S13	100m Freestyle S5
100m Freestyle S4	100m Freestyle S7
100m Freestyle S5	100m Freestyle S9
100m Freestyle S6	100m Freestyle S10
100m Freestyle S8	100m Freestyle S11
100m Freestyle S10	100m Freestyle S12
100m Freestyle S12	200m Freestyle S5

200m Freestyle S2	200m Freestyle S14
200m Freestyle S3	400m Freestyle S6
200m Freestyle S4	400m Freestyle S7
200m Freestyle S5	400m Freestyle S8
200m Freestyle S14	400m Freestyle S9
400m Freestyle S6	400m Freestyle S10
400m Freestyle S7	400m Freestyle S11
400m Freestyle S8	400m Freestyle S13
400m Freestyle S9	50m Backstroke S2
400m Freestyle S10	50m Backstroke S3
400m Freestyle S11	50m Backstroke S4
400m Freestyle S13	50m Backstroke S5
50m Backstroke S1	100m Backstroke S2
50m Backstroke S2	100m Backstroke S6
50m Backstroke S3	100m Backstroke S7
50m Backstroke S4	100m Backstroke S8
50m Backstroke S5	100m Backstroke S9
100m Backstroke S1	100m Backstroke S10
100m Backstroke S2	100m Backstroke S11
100m Backstroke S6	100m Backstroke S12
100m Backstroke S7	100m Backstroke S13
100m Backstroke S8	100m Backstroke S14
100m Backstroke S9	50m Breaststroke SB3
100m Backstroke S10	100m Breaststroke SB4
100m Backstroke S11	100m Breaststroke SB5
100m Backstroke S12	100m Breaststroke SB6
100m Backstroke S13	100m Breaststroke SB7
100m Backstroke S14	100m Breaststroke SB8
50m Breaststroke SB2	100m Breaststroke SB9
50m Breaststroke SB3	100m Breaststroke SB11
100m Breaststroke SB4	100m Breaststroke SB12
100m Breaststroke SB5	100m Breaststroke SB13

100m Breaststroke SB6	100m Breaststroke SB14
100m Breaststroke SB7	50m Butterfly S5
100m Breaststroke SB8	50m Butterfly S6
100m Breaststroke SB9	50m Butterfly S7
100m Breaststroke SB11	100m Butterfly S8
100m Breaststroke SB12	100m Butterfly S9
100m Breaststroke SB13	100m Butterfly S10
100m Breaststroke SB14	100m Butterfly S13
50m Butterfly S5	100m Butterfly S14
50m Butterfly S6	100m Butterfly S13
50m Butterfly S7	100m Butterfly S14
100m Butterfly S8	150m Individual Medley SM4
100m Butterfly S9	200m Individual Medley SM5
100m Butterfly S10	200m Individual Medley SM6
100m Butterfly S11	200m Individual Medley SM7
100m Butterfly S12	200m Individual Medley SM8
100m Butterfly S13	200m Individual Medley SM9
100m Butterfly S14	200m Individual Medley SM10
150m Individual Medley SM3	200m Individual Medley SM11
150m Individual Medley SM4	200m Individual Medley SM13
200m Individual Medley SM6	200m Individual Medley SM14
200m Individual Medley SM7	4x100m Freestyle Relay 34 Points
200m Individual Medley SM8	4x100m Medley Relay 34 Points
200m Individual Medley SM9	

200m Individual Medley SM10	
200m Individual Medley SM11	
200m Individual Medley SM13	
200m Individual Medley SM14	
4x100m Medley Relay 34 Points	
4x100m Freestyle Relay 34 Points	

Training venue

Tokyo Aquatics Centre
2-2-1 Tatsumi
Koto-ku Tokyo
Japan

Dates of operation

Open from Tuesday 18 August 2020

Staffing

Tokyo 2020 competition management

Aquatics Sport Manager: Kiho Abe (JPN)
Aquatics Deputy Sport Manager: Nobuko Konishi (JPN)
Aquatics Services Manager: TBD

World Para Swimming (WPS)

IF Technical Delegate: Susan Prasad (GBR)

Officials

ITOs: 14
NTOs: 25

Test Event

READY STEADY TOKYO – Para Swimming
16 April 2020

Swimming Tokyo Aquatics Centre

LEGEND

- 01** Athletes' Changing Rooms
- 02** Athletes' Medical Station
- 04** Doping Control Station
- 05** Call Room (First/Final)
- 06** Equipment Storage
- 07** Equipment Repair
- 08** Field of Play (FOP)
- 09** IF/Technical Delegates
- 10** ITO/NTD/Games Officials' Meeting Room
- 13** Mixed Zone (Press)
- 14** Sport Information Desk/Athletes' Lounge
- 15** IF Meeting Room
- 16** TA Loading Area (Athletes)
- 17** TF Loading Area (Technical Officials)
- 18** Toilet (w/ Accessible Toilet)
- 19** Warm-up Area
- 20** Press Conference Room
- 21** Team Leaders Meeting Room

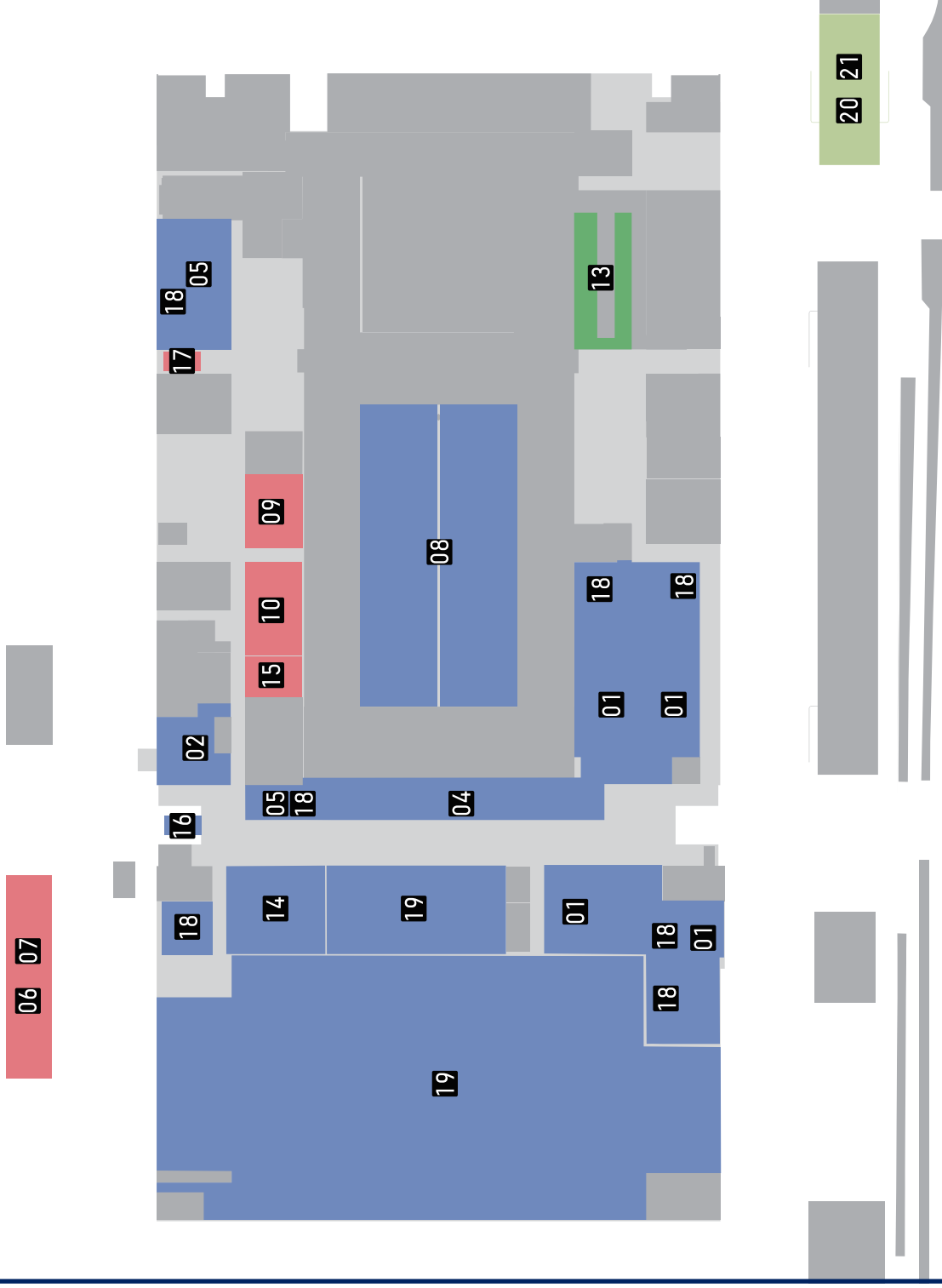




Table Tennis

Competition venue

Tokyo Metropolitan Gymnasium
 1-17-1 Sendagaya
 Shibuya-ku Tokyo
 Japan

Gross capacity
 6,500

Field of play
 The field of play will contain two (2), four (4) or eight (8) tables, depending on the stage of the competition. The field of play and all equipment will be presented in accordance with the Laws of Table Tennis and the other relevant rules and regulations presented in the ITTF Handbook.

Competition

Schedule
 Wednesday 26 August to Friday 4 September 2020

Athletes
 A total of 280 competitors may take part in the Table Tennis competition. This figure comprises 174 men and 102 women, plus four (4) slots for women's team event competitions.

Medal Events

Men (17)	Women (14)
Singles Class 1	Singles Class 1-2
Singles Class 2	Singles Class 3
Singles Class 3	Singles Class 4
Singles Class 4	Singles Class 5
Singles Class 5	Singles Class 6
Singles Class 6	Singles Class 7
Singles Class 7	Singles Class 8
Singles Class 8	Singles Class 9
Singles Class 9	Singles Class 10
Singles Class 10	Singles Class 11
Singles Class 11	Team Class 1-3
Team Class 1-2	Team Class 4-5
Team Class 3	Team Class 6-8
Team Class 4-5	Team Class 9-10
Team Class 6-7	
Team Class 8	
Team Class 9-10	

Training venue

TBC

Dates of operation

Tuesday 18 August to Friday 4 September 2020

Staffing

Tokyo 2020 competition management

Table Tennis Sport Manager: Sachiko Yokota (JPN)

Table Tennis Service Manager: Shiho Ogaki (JPN)

Table Tennis Technical Operations Manager: TBC

International Table Tennis Federation (ITTF)

IF Technical Delegate: TBC

Officials

ITOs: 33

NTOs: 43

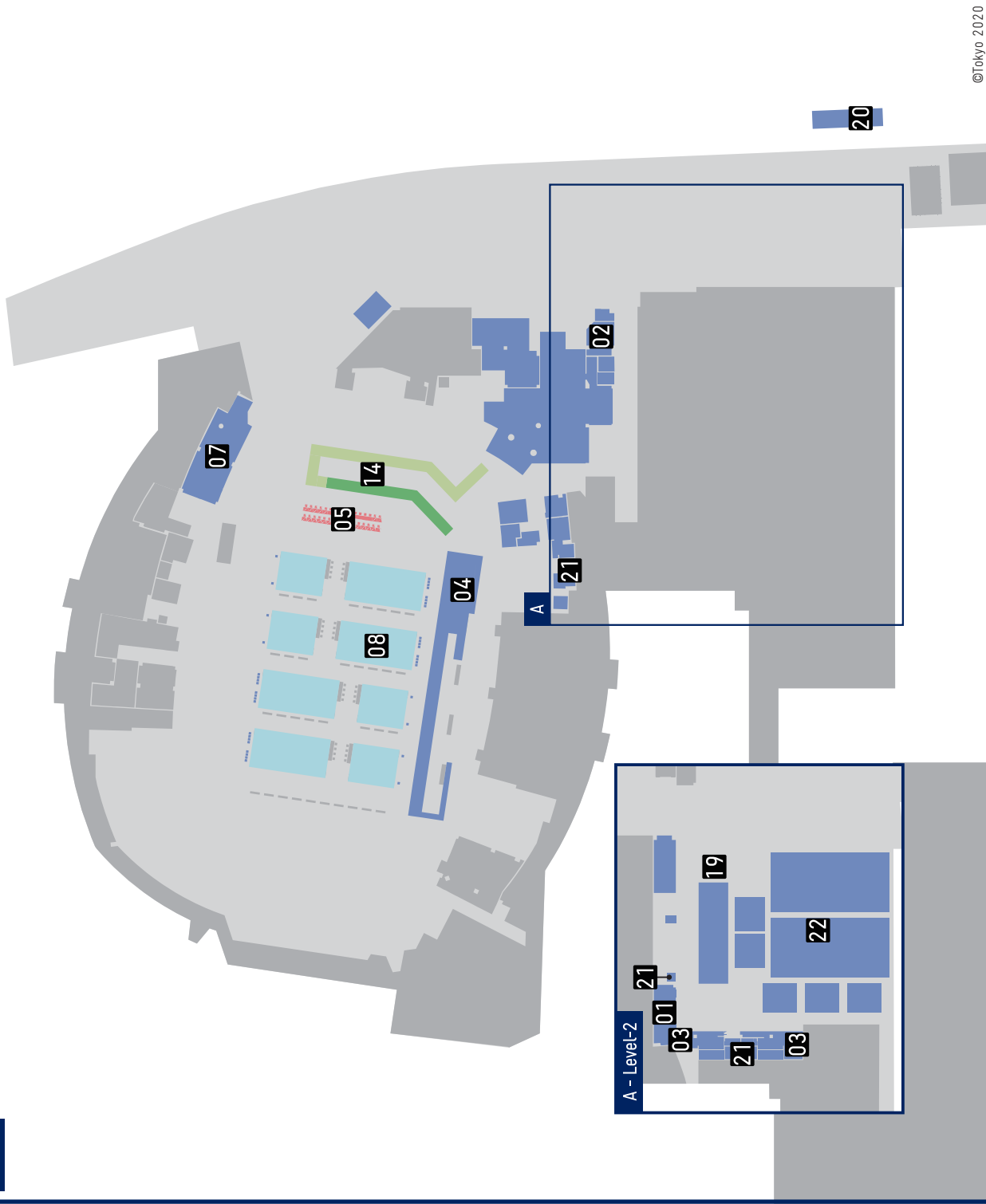
Test Event

TBC

Table Tennis Tokyo Metropolitan Gymnasium

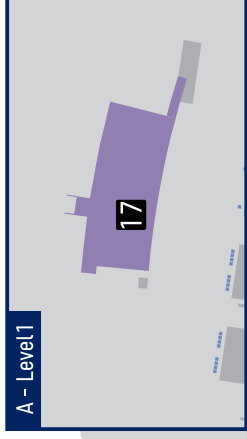
LEGEND

- 01** Athletes' Lounge
- 02** Athletes' Medical Station
- 03** Athletes' Changing Rooms
- 04** Athletes' Seating Area - Same Discipline Sport (SDA)
- 05** Technical Table
- 07** Equipment Storage
- 08** Field of Play (FOP)
- 14** Mixed Zone
- 19** Sport Information Desk
- 20** TA Loading Area (Athletes)
- 21** Toilet (Accessible Toilet)
- 22** Warm-up Area



Level 0

A - Level 1



A

16

09

10

11

13

12

15

18

06

Table Tennis Tokyo Metropolitan Gymnasium

LEGEND

- 06** Doping Control Station
- 09** IF President/CEO/SG/IF Offices
- 10** IF Lounge
- 11** IF Conference Room
- 12** ITO Changing Room
- 13** ITO Lounge
- 15** NTO Lounge
- 16** Paralympic Family Lounge
- 17** Paralympic Family Seating Area
- 18** Press Conference Room



Taekwondo

Competition venue

Makuhari Messe Hall B
2-2 Nakase
Mihama-ku Chiba-shi Chiba
Japan

Gross capacity
7,000

Field of play

The field of play for the Taekwondo competition at Makuhari Messe Hall B will contain one (1) competition court comprised of a contest area and a safety area. The competition area will be square-shaped with size no smaller than 10m x 10m and no larger than 12m x 12m. At the centre of the competition area will be the 8m x 8m octagonal-shaped contest area. The competition area and all equipment will be presented in accordance with WT rules.

Competition

Schedule

Thursday 3 September to Saturday 5 September 2020

Athletes

Men	Women	Total
36	36	72

Medal Events

Men (3)	Women (3)
K44 -61kg	K44 -49kg
K44 -75kg	K44 -58kg
K44 +75kg	K44 +58kg

Training venue

Meguro Central Gymnasium
5-22-8 Megurohon-cho
Meguro-ku Tokyo
Japan

Dates of operation

Tuesday 18 August to Saturday 5 September 2020

Staffing

Tokyo 2020 competition management

Taekwondo Sport Manager: Hiroaki Onohara (JPN)
Para Taekwondo Sport Manager: Yuchi Huang (TPE)
Taekwondo Service Manager: Marise Nagane (JPN)
Taekwondo Technical Operations Manager: Nobuyuki Takagi (JPN)

World Taekwondo (WT)

IF Technical Delegate: Chakir Chelbat (SWE)
Assistant IF Technical Delegate: Usman Dildar (GBR)

Officials

ITOs: 37
NTOs: 11

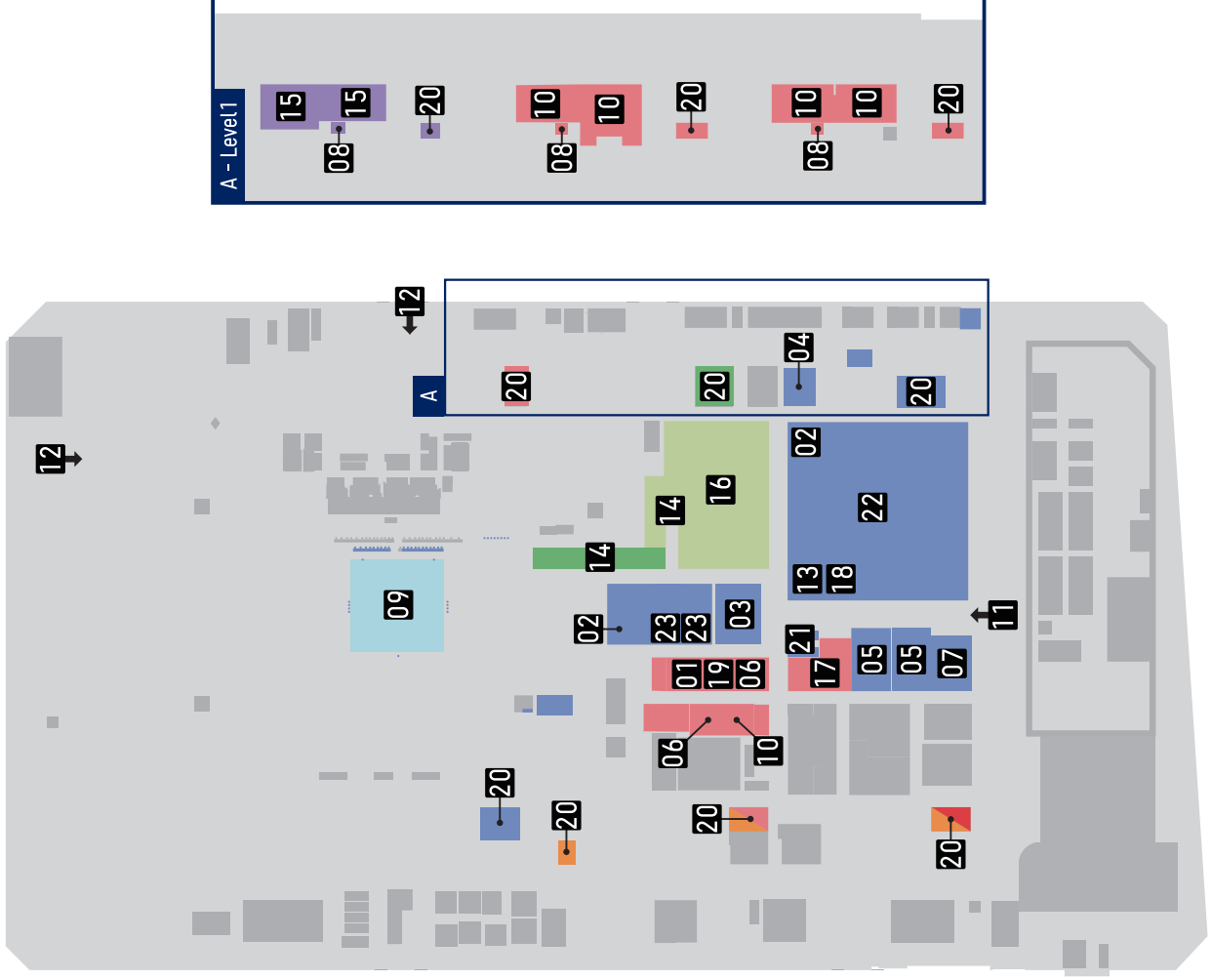
Test Event

READY STEADY TOKYO – Taekwondo
27 to 28 September 2019

Taekwondo
Makuhari Messe Hall B

LEGEND

- 01 Appeal and Jury Room
- 02 Athletes' Call Room (First/ Final)
- 03 Athletes' Lounge
- 04 Athletes' Medical Room
- 05 Athletes' Changing Room
- 06 Competition Management
- 07 Doping Control Station
- 08 Elevator
- 09 Field of Play (FOP)
- 10 IF Working Area
- 11 Loading Area (Athlete)
- 12 Loading Area (Paralympic Family)
- 13 Massage Area
- 14 Mixed Zone
- 15 Paralympic Family Lounge
- 16 Press Conference Room
- 17 Referees' Room
- 18 Sport Information Desk
- 19 Technical Delegates' Room
- 20 Toilet
- 21 Toilet (Accessible)
- 22 Warm-up Area
- 23 Weigh-in Room





Triathlon

Competition venue

Odaiba Marine Park

1 Daiba
Minato-ku Tokyo
Japan

Gross capacity

5,500

Field of play

Each event will consist of the following elements:

- swimming: one (1) lap (750m) in Odaiba Marine Park
- cycling: four (4) laps of a 5km cycling course (total 20km) riding along the south side of the park, turning onto Tokyo Metropolitan Road No.482 to the Ariake Tennis Park intersection before turning left towards Toyosu Market and returning to the Marine Park Entrance Intersection via the east side of the park to the transition area
- running: three (3) laps of a 1.66km running course (total 5km) around Odaiba Marine Park sharing some parts of the cycling course

Competition

Schedule

Saturday 29 August and Sunday 30 August 2020

Athletes

Men	Women	Total
40	40	80

Medal Events

Men (4)	Women (4)
Individual PTWC	Individual PTWC
Individual PTS4	Individual PTS2
Individual PTS5	Individual PTS5
Individual PTVI	Individual PTVI

Training venues

Taito Riverside Sports Centre

1-1-10 Imado
Taito-ku Tokyo
Japan

One other venue still to be confirmed.

Dates of operation

Tuesday 18 August to Tuesday 1 September 2020

Staffing

Tokyo 2020 competition management

Triathlon Sport Manager: Kiriyo Suzuki (JPN)

Triathlon Services Manager: TBC

Triathlon Technical Operations Manager: Ryo Isomura (JPN)

International Triathlon Union (ITU)

IF Technical Delegate: Thanos Nikopoulos (GRE)

Officials

ITOs: 32

NTOs: 10

Test Event

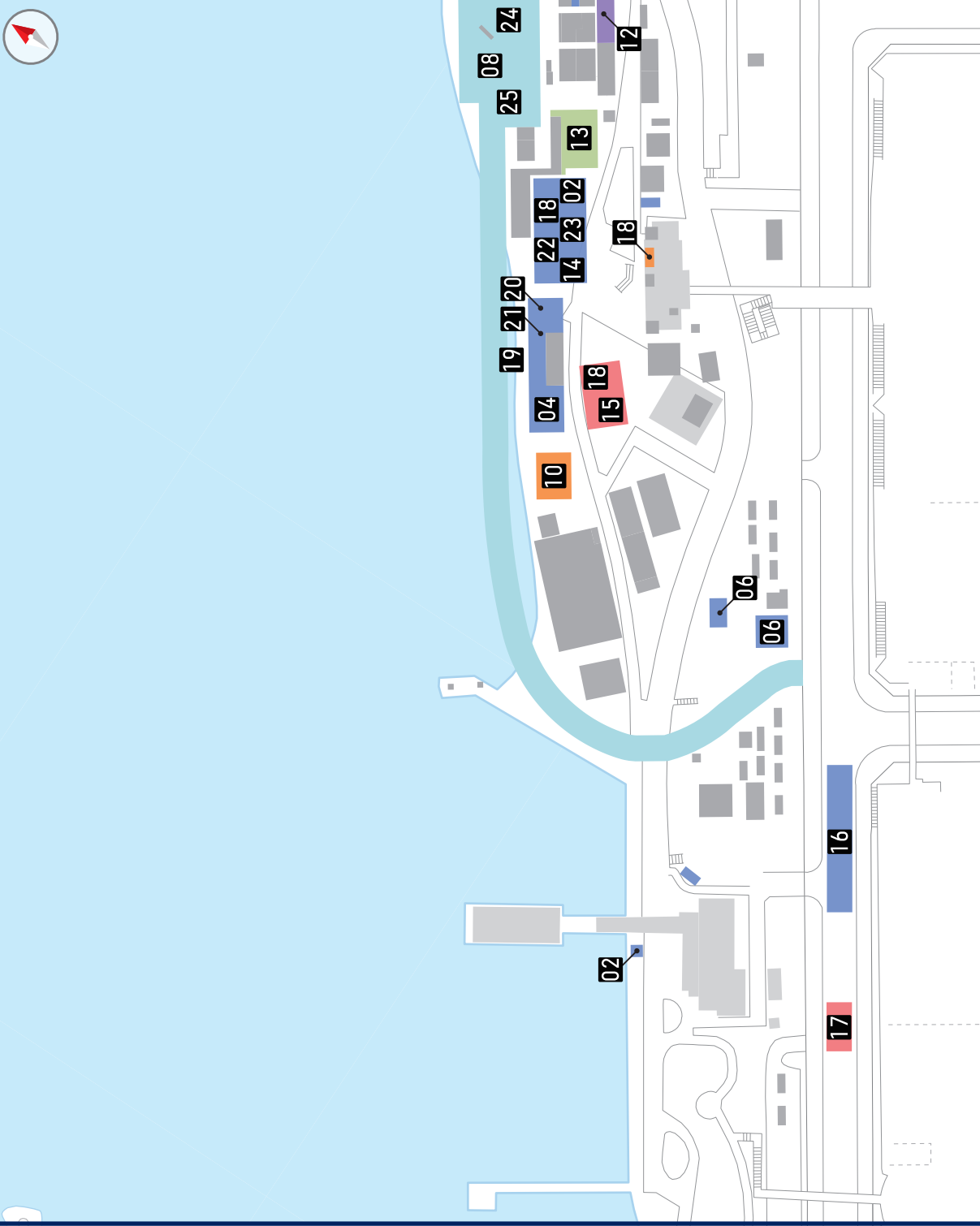
2019 Tokyo ITU ParaTriathlon World Cup

15 to 18 August 2019

Triathlon Odaiba Marine Park

LEGEND

- 02** Athletes' Medical Room
- 04** Doping Control Station
- 06** Equipment Storage
- 08** Field of Play (FOP)
- 10** ITO/NTO/Games Officials' Lounge
- 12** Olympic and Paralympic Family Lounge
- 13** Mixed Zone
- 14** Sport Information Desk
- 15** Technical/IF Delegates
- 16** TA Loading Area (Athletes)
- 17** TF Loading Area (Technical Officials)
- 18** Toilet (w/ Accessible Toilet)
- 19** Warm-up Area
- 20** Bike Storage
- 21** Bike Mechanic
- 22** Athletes' Lounge
- 23** Athletes' Recovery Area/Massage Area
- 24** Relay Zoon
- 25** Line up Area








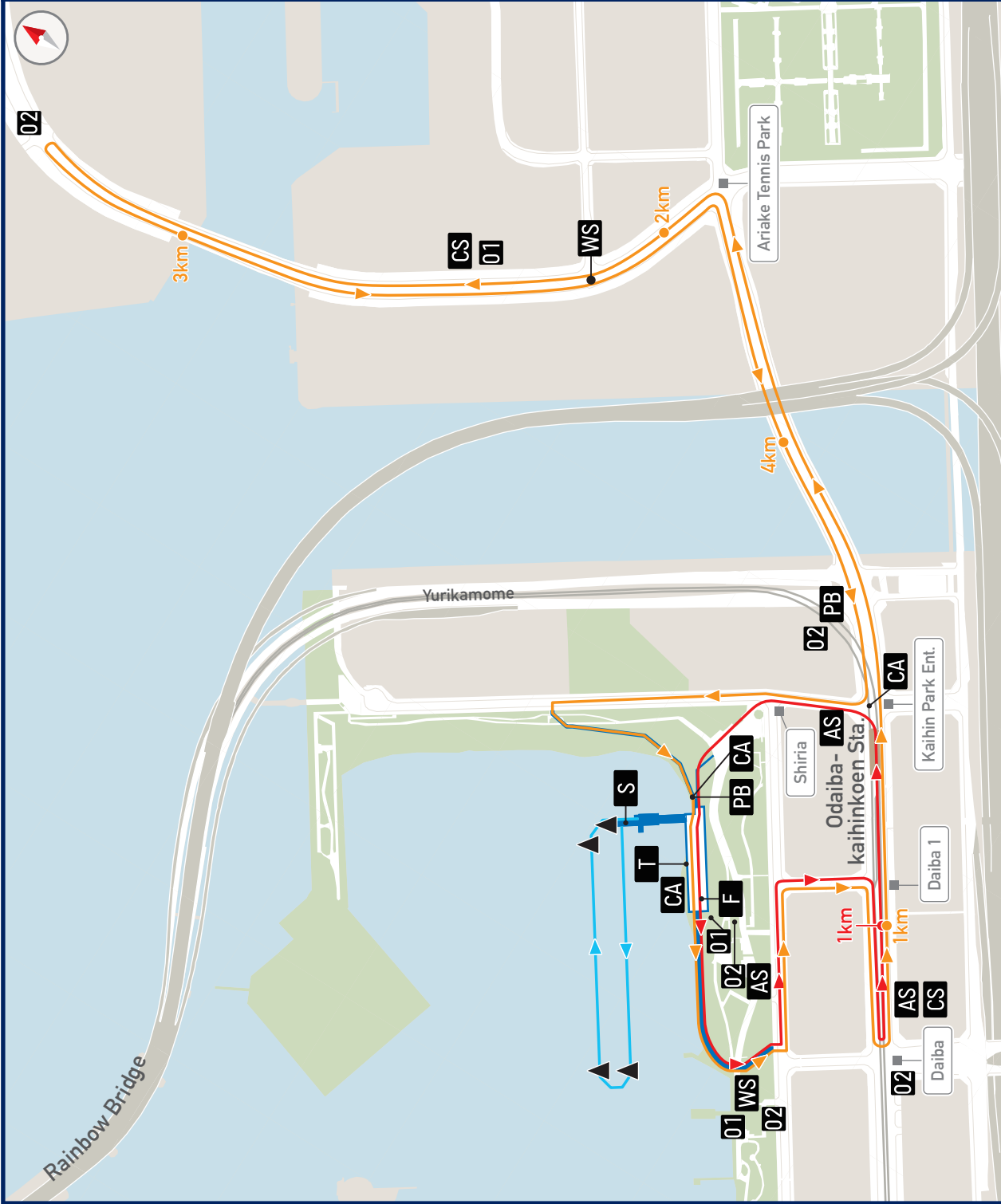
この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の基礎地図情報を使用した。(承認番号 平28情使、第734-221号)
 この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の数値地図50mメッシュ(標高)を使用した。(承認番号 平29情使、第445-532号)

©Tokyo 2020 ©2019 ZENRIN CO., LTD.

Paralympic Triathlon Individual (Men/Women)

LEGEND

-  Swim Course/750m
-  Bike Course/5.0km 4LAP
-  Run Course/1.66km 3LAP
- S** Start
- T** Transition Area
- F** Finish
- AS** Aid Station
- CA** Coach Area
- CS** Cooling Station
- PB** Penalty Box
- WS** Wheel Station
-  Buoy
- 01** Medical Station
- 02** Medical Post
-  Intersection



この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の基礎地図情報を使用した。(承認番号 平28情使 第734-221号)

©Tokyo 2020 ©2019 ZENRIN CO., LTD.



Wheelchair Basketball

Competition venues

Ariake Arena

1-11 Ariake
Koto-ku Tokyo
Japan

Musashino Forest Sport Plaza

1-1-41 Tobitakyu
Chofu-shi Tokyo
Japan

Gross capacities

Ariake Arena: 15,000
Musashino Forest Sport Plaza: 7,200

Fields of play

The fields of play at Ariake Arena and Musashino Forest Sport Plaza will each have one (1) court. The court and all equipment will be presented in accordance with the IWBF Official Wheelchair Basketball Rules.

Competition

Schedule

Wednesday 26 August to Sunday 6 September 2020

Athletes

A total of 264 athletes (144 male and 120 female) may take part in the Wheelchair Basketball competitions. This figure comprises 11 men's teams and nine (9) women's teams, plus two (2) teams - one (1) men's and one (1) women's - allocated to the host country. Each team is limited to a maximum of 12 players.

Medal Events

Men (1)	Women (1)
12-team tournament	10-team tournament

Training venue

TBC

Dates of operation

Tuesday 18 August to Sunday 6 September 2020

Staffing

Tokyo 2020 competition management

Wheelchair Basketball Sport Manager: Tomoki Ogawa (JPN)

Wheelchair Basketball Deputy Sport Manager:

Yurie Miyamoto (JPN)

Wheelchair Basketball Services Manager:

Yuki Katsuragawa (JPN)

Wheelchair Basketball Technical Operations Manager:

Taichi Nishimura (JPN)

Wheelchair Basketball Administration Coordinator:

Mariko Yamamoto (JPN)

International Wheelchair Basketball Federation (IWBF)

IF Technical Delegates: Charlie Bethel (GBR)

Officials

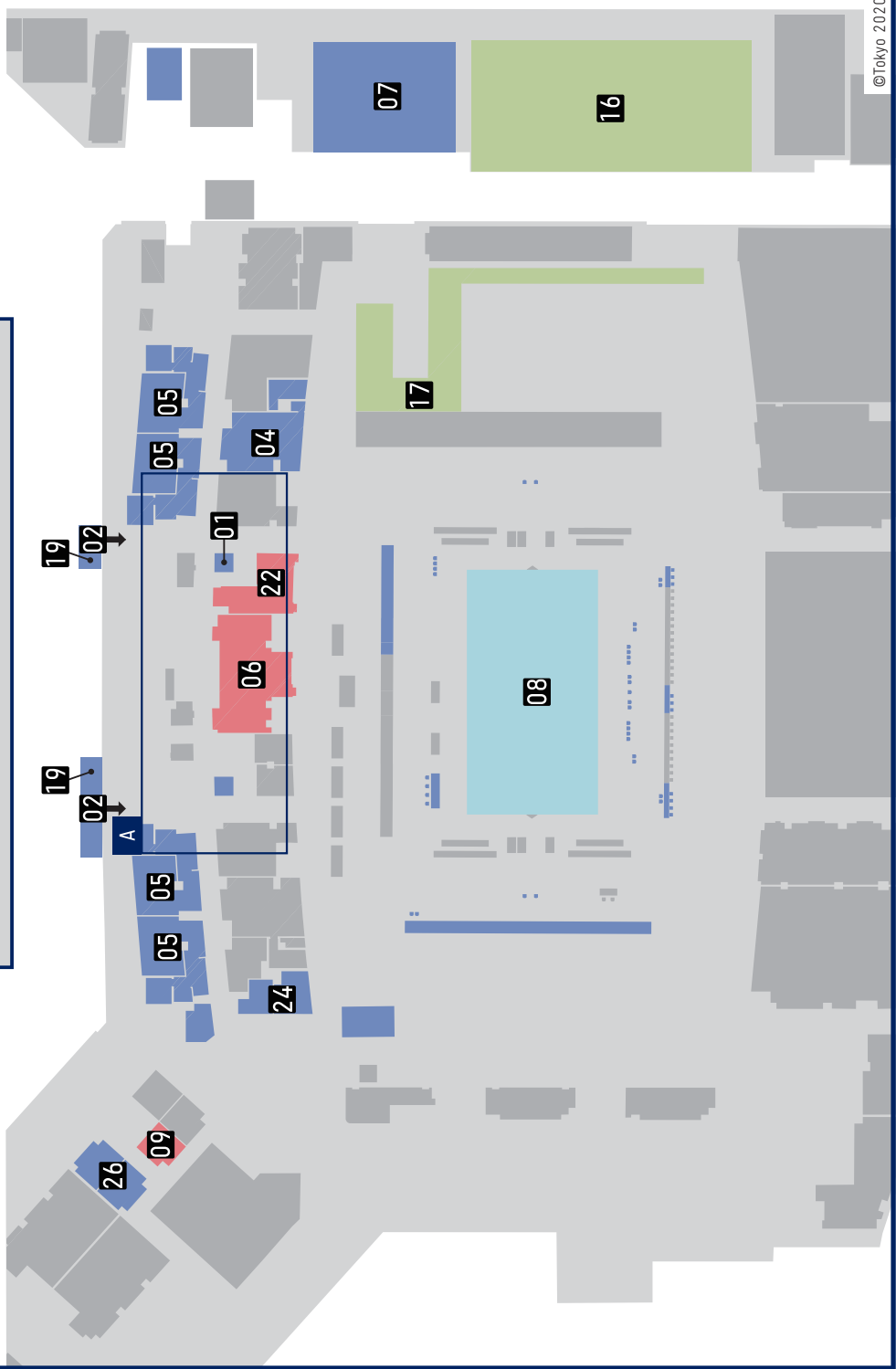
ITOs: 46

NTOs: 50

Test Event

TBC

Main-Arena Level0



©Tokyo 2020

Wheelchair Basketball
Musashino Forest Sport Plaza

LEGEND

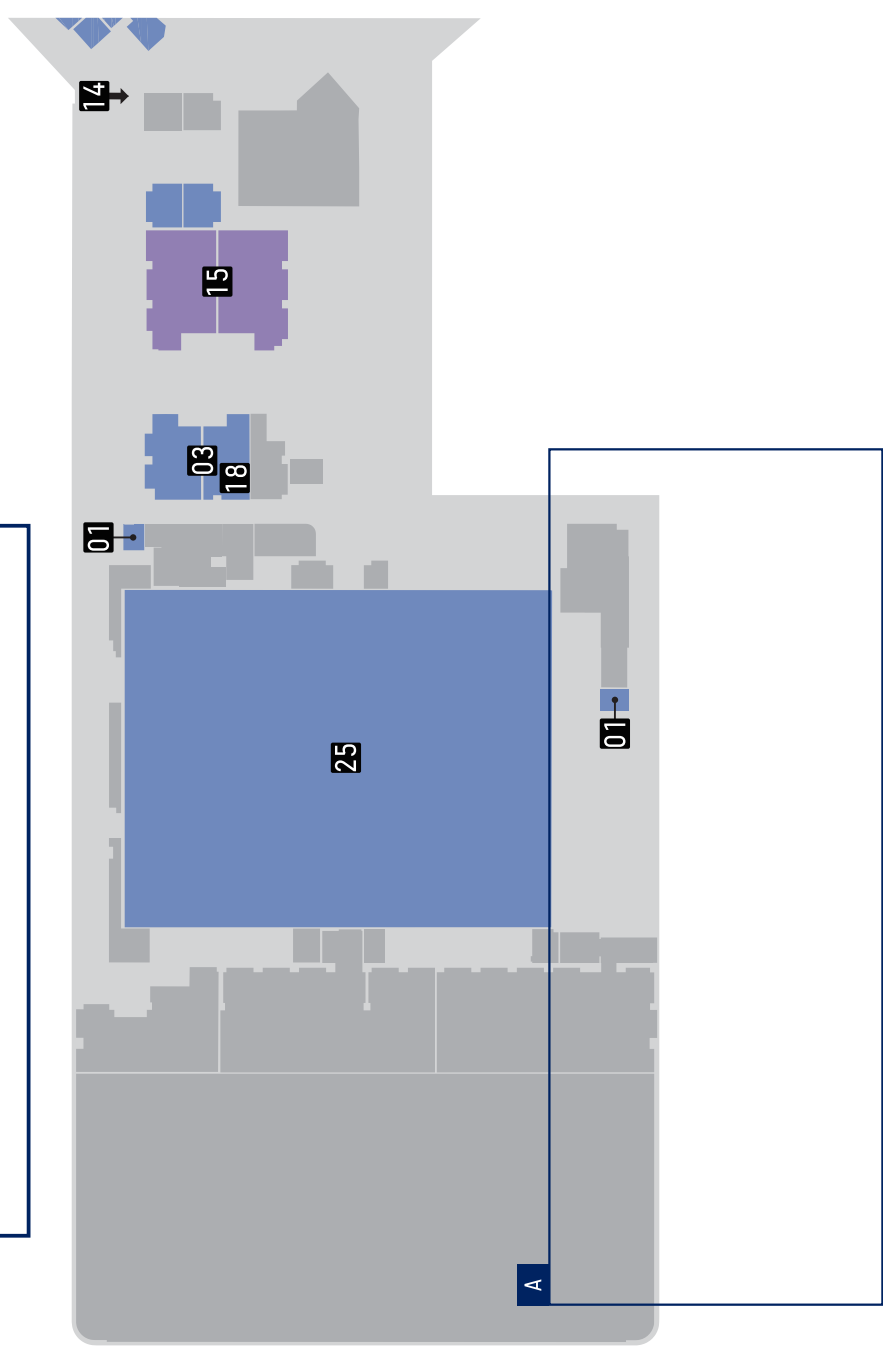
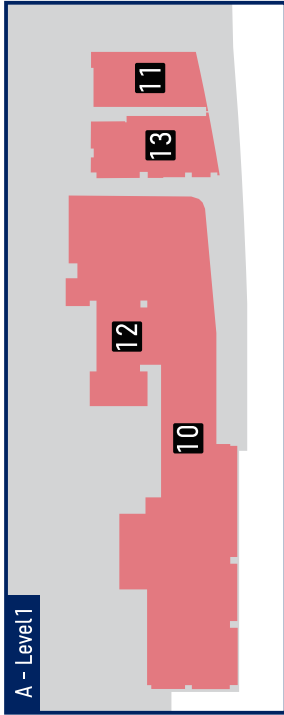
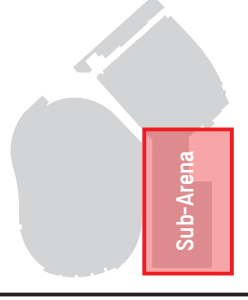
- 01** Toilet (Accessible)
- 02** Athletes' Entrance/Exit
- 04** Athletes' Medical Station
- 05** Athletes' Changing Rooms
- 06** Competition Management
- 07** Doping Control Station
- 08** Field of Play (FOP)
- 09** IF Working Area
- 16** Press Conference Room
- 17** Mixed Zone (Press)
- 19** TA Loading Area (Athletes)
- 20** Team Video Area
- 21** TBD/Technical Officials' Entrance/Exit
- 22** Technical/IF Delegates
- 23** TBD/TF Loading Area (Technical Officials)
- 24** Toilets
- 26** Wheelchair Repair Room

Sub-Arena Level0

Wheelchair Basketball
Musashino Forest Sport Plaza

LEGEND

- 01** Toilet (Accessible)
- 03** Athletes' Lounge
- 10** ITO Changing Room
- 11** ITO Lounge
- 12** NTO Changing Room
- 13** NTO Lounge
- 14** Paralympic Family Entrance/Exit
- 15** Paralympic Family Lounge
- 18** Sport Information Desk
- 21** TBD/Technical Officials' Entrance/Exit
- 23** TBD/TF Loading Area (Technical Officials)
- 25** Warm-up Area

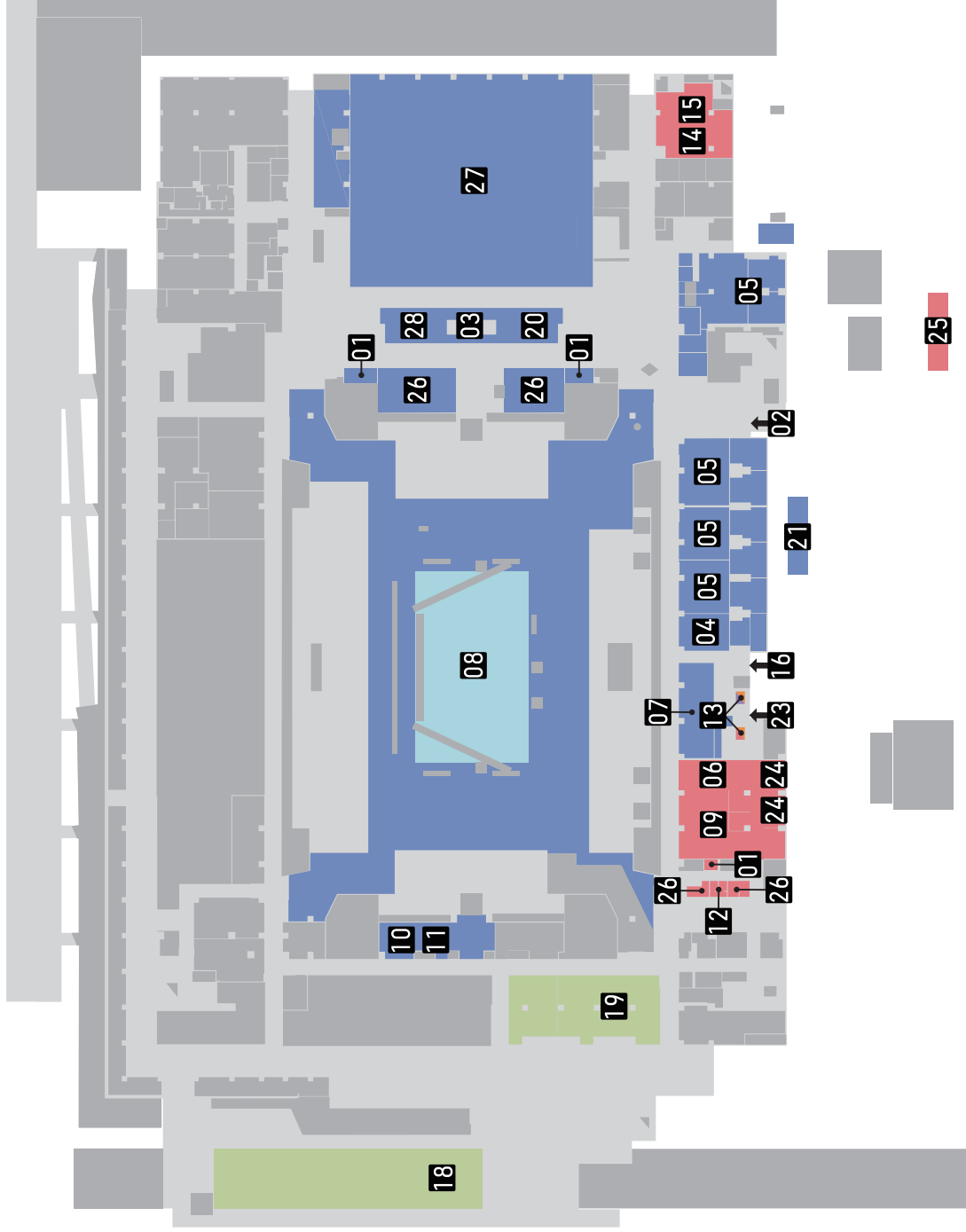


©Tokyo 2020

Wheelchair Basketball Ariake Arena

LEGEND

- 01** Toilet (Accessible)
- 02** Athletes' Entrance/Exit
- 03** Athletes' Lounge
- 04** Athletes' Medical Station
- 05** Athletes Change room
- 06** Competition Management
- 07** Doping Control Station
- 08** Field of Play (FOP)
- 09** IF Working Area
- 10** ITO Changing Room
- 11** ITO Lounge
- 12** ITO Shower Room
- 13** Elevator
- 14** NTO Changing Room
- 15** NTO Lounge
- 16** Paralympic Family Entrance/Exit
- 18** Press Conference Room
- 19** Mixed Zone (Press)
- 20** Sport Information Desk
- 21** TA Loading Area (Athletes)
- 23** Technical Officials' Entrance/Exit
- 24** Technical/IF Delegates
- 25** TF Loading Area (Technical Officials)
- 26** Toilets
- 27** Warm-up Area
- 28** Wheelchair Repair Room

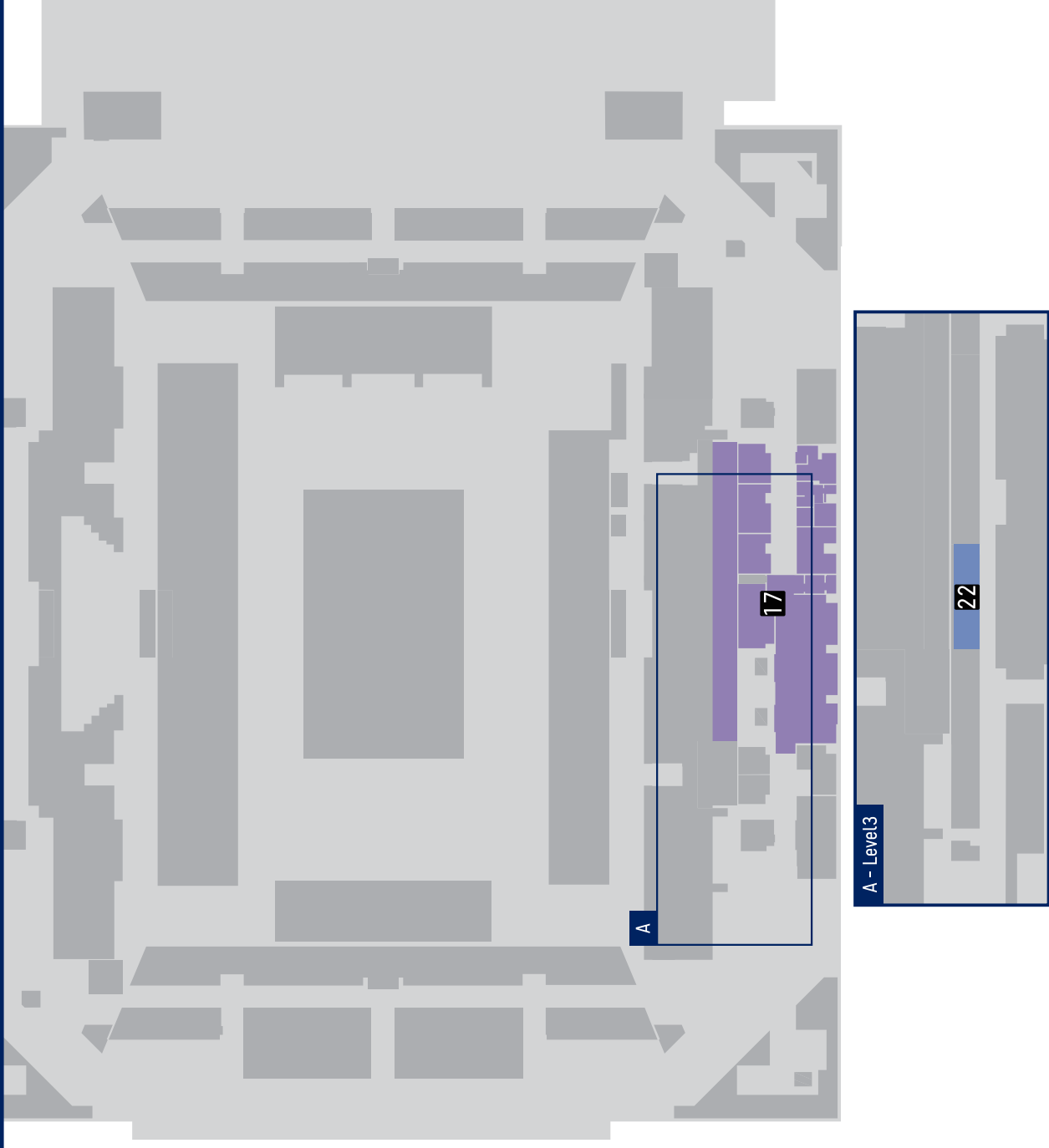


Level 2

Wheelchair Basketball Ariake Arena

LEGEND

- 17** Paralympic Family Lounge
- 22** Team Video Area



©Tokyo 2020



Wheelchair Fencing

Competition venue

Makuhari Messe Hall B
2-2 Nakase
Mihama-ku Chiba-shi Chiba
Japan

Gross capacity
7,000

Field of play

The field of play for the Wheelchair Fencing competition will contain 10 competition pistes on a platform 0.4m high. Eight (8) pistes will be used during the preliminaries, and two (2) finals pistes will be used in the evening sessions for individual semifinals, and individual and team medal matches. The competition area and all equipment will be presented in accordance with the IWAS Wheelchair Fencing Rules for Competition.

Competition

Schedule

Wednesday 26 August to Sunday 30 August 2020

Athletes

A total of 96 athletes - 48 male and 48 female - may take part in the Wheelchair Fencing competition.

Medal Events

Men (8)	Women (8)
Épée - category A	Épée - category A
Épée - category B	Épée - category B
Foil - category A	Foil - category A
Foil - category B	Foil - category B
Sabre - category A	Sabre - category A
Sabre - category B	Sabre - category B
Team Épée	Team Épée
Team Foil	Team Foil

Training venue

Makuhari Messe Hall A
2-1 Nakase
Mihama-ku Chiba-shi Chiba
Japan

Dates of operation

Tuesday 18 August to Sunday 30 August 2020

Staffing

Tokyo 2020 competition management

Wheelchair Fencing Sport Manager: Shinichi Komatsu (JPN)

Wheelchair Fencing Services Manager: Yuki Mori (JPN)

Wheelchair Fencing Technical Operations Manager: Rie Takahashi (JPN)

International Wheelchair and Amputee Sports Federation

IF Technical Delegate (Wheelchair Fencing IWAS-WF): Udo Ziegler (GER)

Officials

ITOs: 56

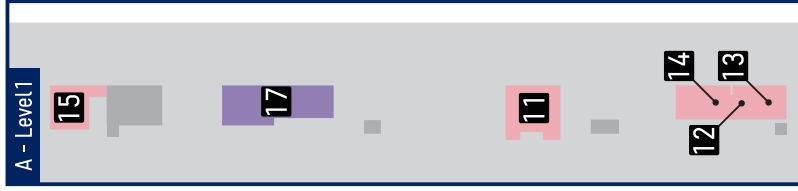
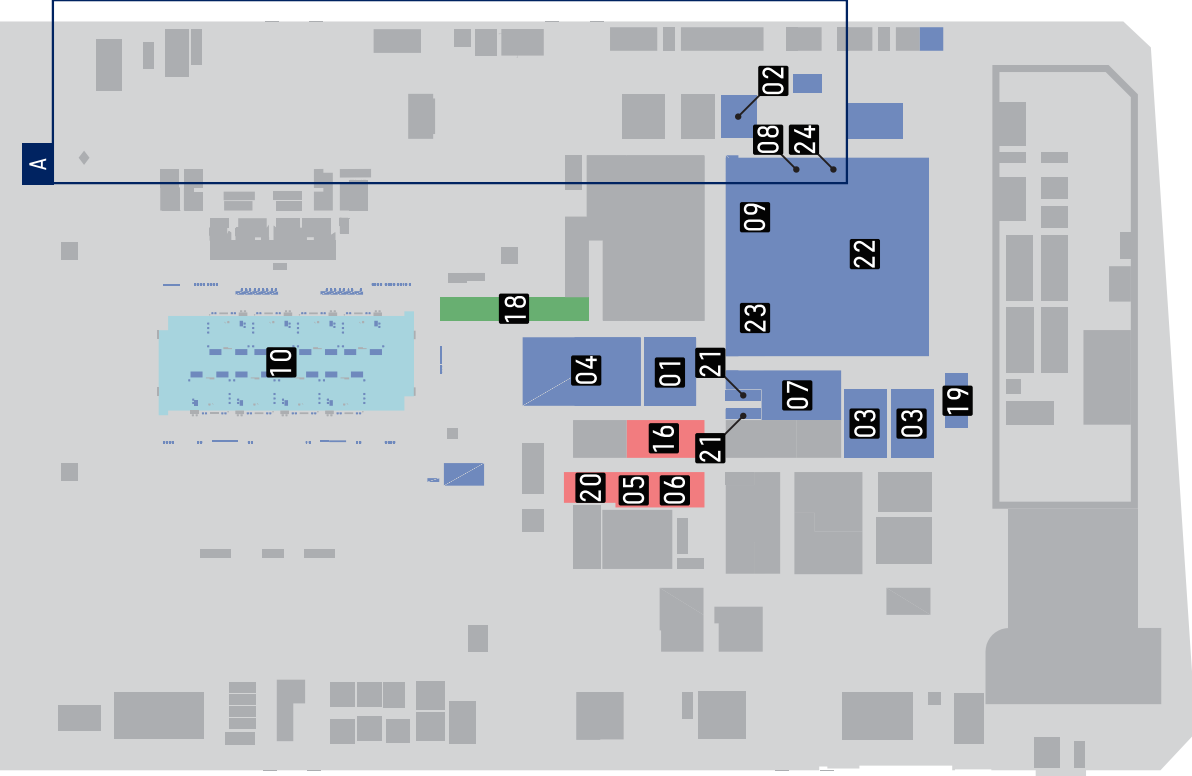
NTOs: 31

Test Event

TBC

Level 0

A



Wheelchair Fencing Makuhari Messe Hall B

LEGEND

- 01** Athletes' Lounge
- 02** Athletes' Medical Room
- 03** Athletes' Changing Rooms
- 04** Call Room
- 05** Competition Management
- 06** Competition Manager and Deputy Manager
- 07** Doping Control Station
- 08** Equipment Repair Station
- 09** Sport Equipment Storage
- 10** Field of Play (FOP)
- 11** IF Lounge
- 12** IF Meeting Room
- 13** IF President's Room
- 14** IF Secretary General's Office
- 15** IF Staff Office
- 16** ITO Office/Lounge
- 17** Paralympic Family Lounge
- 18** Mixed Zone (Press)
- 19** TA Loading Area (Athletes)
- 20** Technical Delegates' Room
- 21** Toilet (w/ Accessible Toilet)
- 22** Warm-up Area
- 23** Weapons Control Room
- 24** Wheelchair Repair



Wheelchair Rugby

Competition venue

Yoyogi National Stadium
2-1-1 Jinnan
Shibuya-ku Tokyo
Japan

Gross capacity
10,200

Field of play

The Wheelchair Rugby competition venue will contain one (1) competition court and one (1) warm-up court located close to the competition court. The courts and all equipment will be presented in accordance with the IWRF Rules.

Competition

Schedule

Wednesday 26 August to Sunday 30 August 2020

Athletes

A total of 96 athletes may take part in the Wheelchair Rugby competition. This figure comprises seven (7) mixed teams, plus one (1) mixed team allocated to the host country. Each team is limited to 12 players.

Medal Events

Mixed (1)

8-team tournament

Training venues

Minato City Sports Centre
1-16-1 Shibaura
Minato-ku Tokyo
Japan

Dates of operation

Tuesday 18 August to Tuesday 25 August 2020
(09:00-21:00)

Staffing

Tokyo 2020 competition management

Wheelchair Rugby Sport Manager: Kazu Imai (JPN)
Wheelchair Rugby Services Manager: Kiyotaka Yasoshima (JPN)
Wheelchair Rugby Technical Operations Manager: Takeshi Momose (JPN)

International Wheelchair Rugby Federation (IWRF)

IF Technical Delegate: Stan Battock (AUS)

Officials

ITOs: 18
NTOs: 12

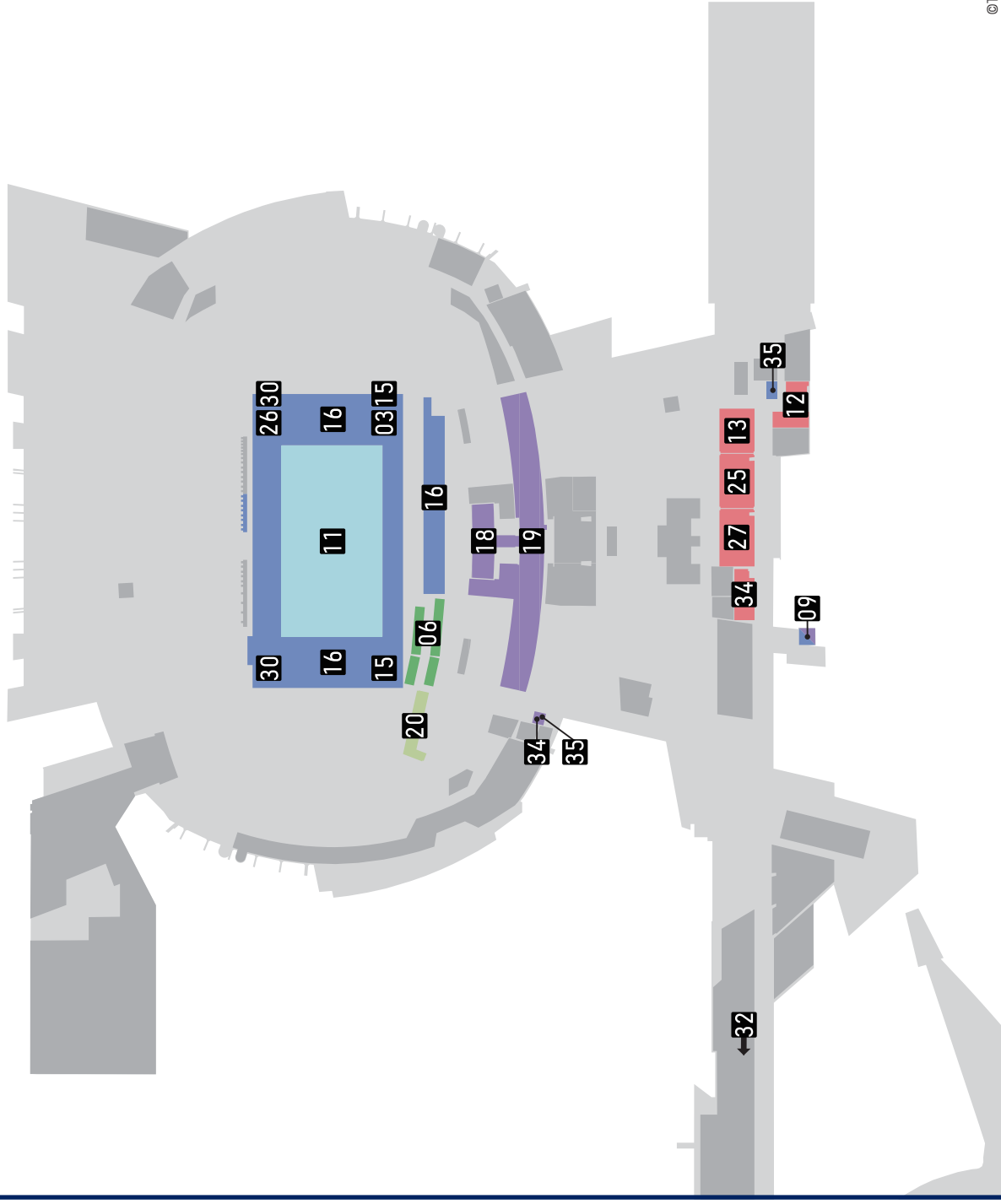
Test Event

2020 Japan Para Wheelchair Rugby Championships
12 to 15 March 2020

Wheelchair Rugby Yoyogi National Stadium

LEGEND

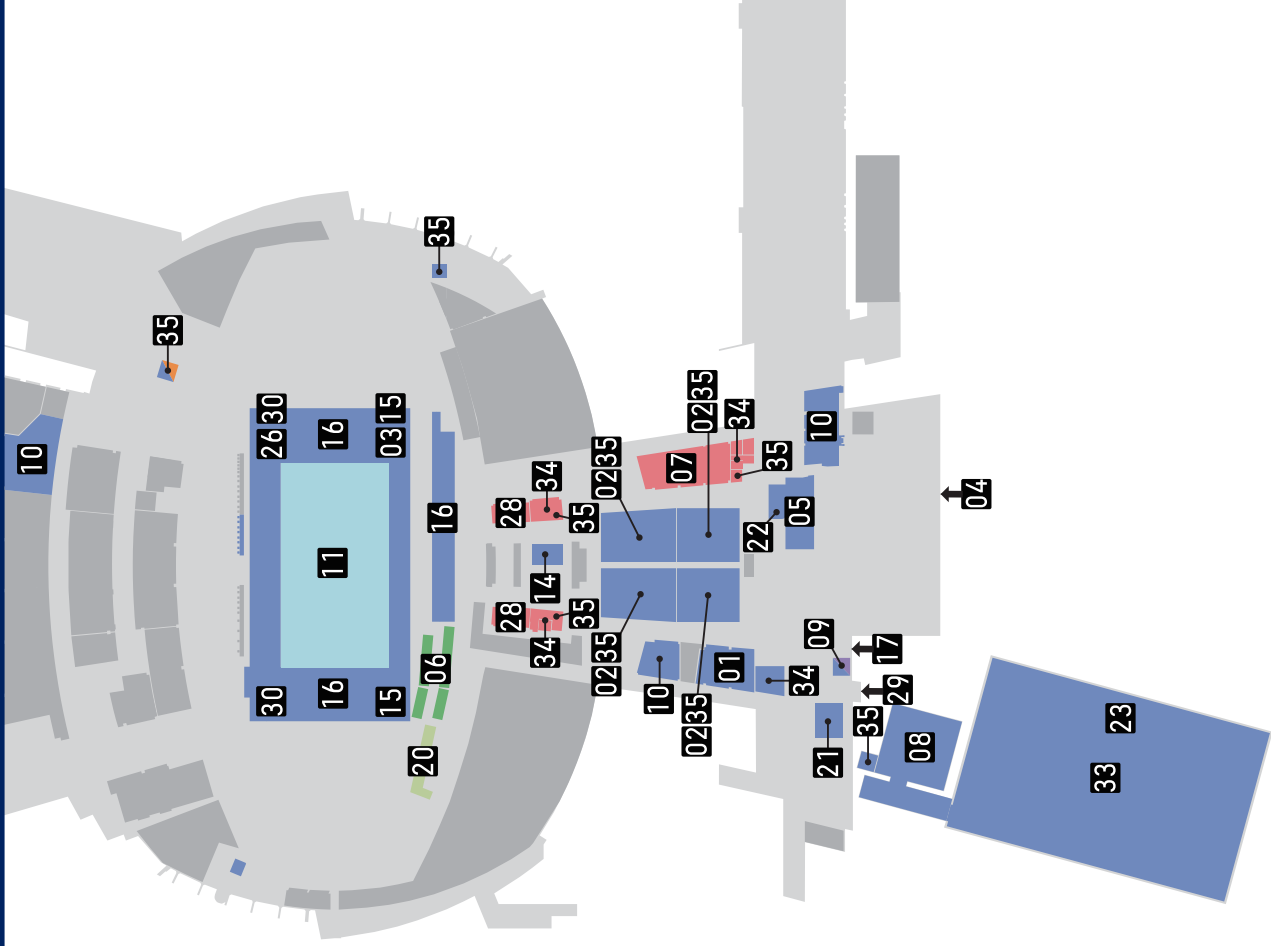
- 03** FOP Athletes' Entrance
- 06** Mixed Zone (Broadcast/Press)
- 09** Elevator
- 11** Field of Play (FOP)
- 12** IF Conference Room
- 13** IF President/CEO/IF Offices
- 15** TBD/Non-competing Athletes' Seating (Different Sport)
- 16** Non-competing Athletes' Seating (Same Sport)
- 18** Paralympic Family Stand
- 19** Paralympic Family Lounge
- 20** Mixed Zone (Press)
- 25** Technical Delegates' Room
- 26** FOP Technical Officials' Entrance
- 27** Technical Officials' Lounge (ITO)
- 30** TBD: Technical Officials' Seating Area
- 32** Venue Media Centre and Press Conference Room
- 34** Toilets
- 35** Toilet (Accessible)



Wheelchair Rugby Yoyogi National Stadium

LEGEND

- 01** Athletes' Medical Room
- 02** Athletes' Changing Rooms
- 03** FOP Athletes' Entrance
- 04** Entrance/Exit (Athletes)
- 05** Athletes' Lounge
- 06** Mixed Zone (Broadcast/Press)
- 07** Competition Management Room
- 08** Doping Control Station
- 09** Elevator
- 10** Equipment Storage
- 11** Field of Play (FOP)
- 14** Multiple purpose Room
- 15** TBD/Non-competing Athletes' Seating (Different Sport)
- 16** Non-competing Athletes' Seating (Same Sport)
- 17** Paralympic Family Entrance
- 20** Mixed Zone (Press)
- 21** Repair Service
- 22** Sport Information Desk
- 23** Sport Wheelchair Storage Area
- 26** FOP Technical Officials' Entrance
- 28** Technical Officials' Changing Room
- 29** Technical Officials' Entrance
- 30** TBD: Technical Officials' Seating Area
- 33** Warm-up Area
- 34** Toilets
- 35** Toilet (Accessible)



Level 0

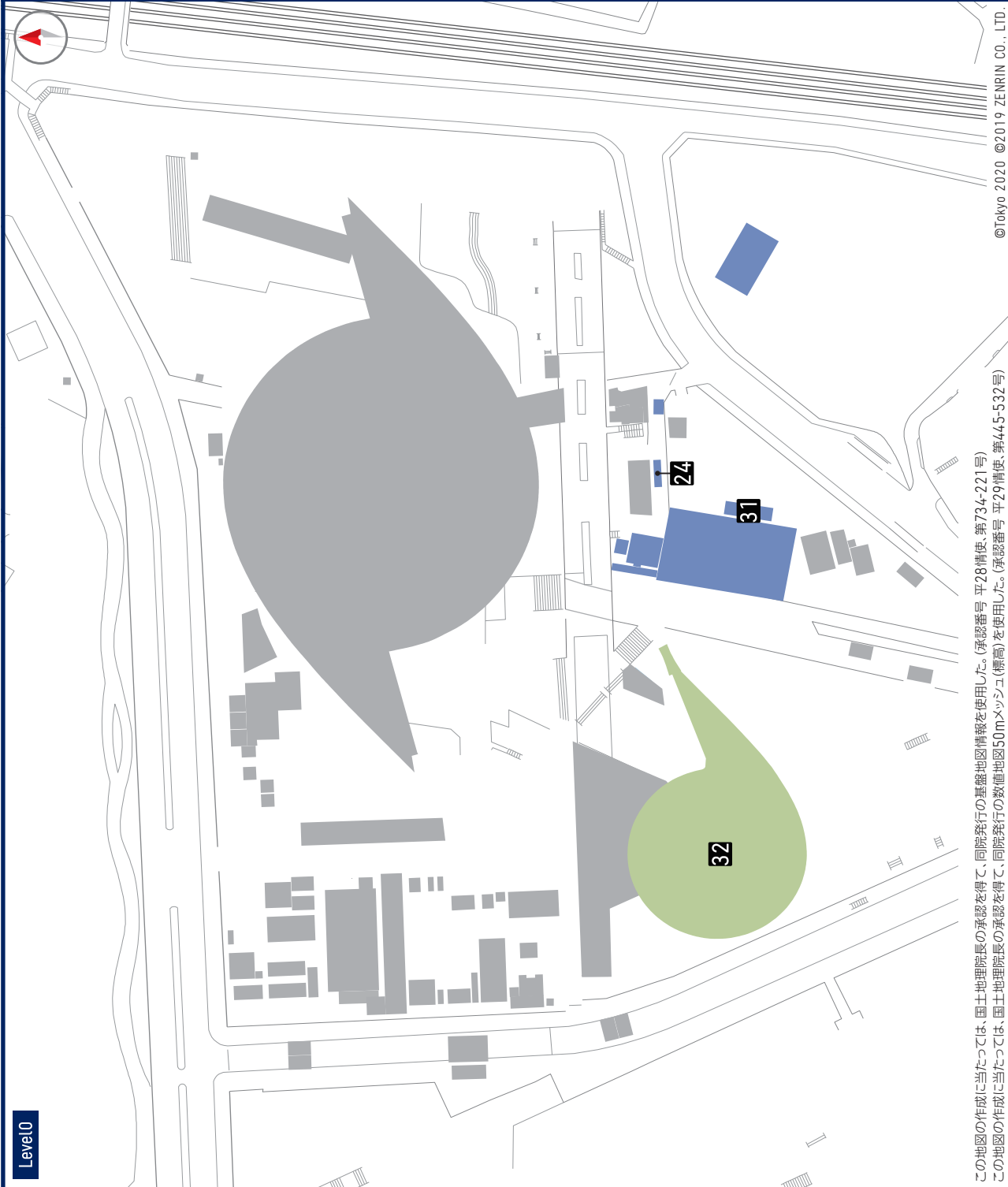
Wheelchair Rugby Yoyogi National Stadium

LEGEND

24 TA Loading Area (Athletes)

31 TBD: TF Loading Area (Technical Officials)

32 Venue Media Centre and Press Conference Room



この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の基礎地図情報を使用した。(承認番号 平28情使 第734-221号)
この地図の作成に当たっては、国土地理院長の承認を得て、同院発行の数値地図50mメッシュ(標高)を使用した。(承認番号 平29情使 第445-532号)

©Tokyo 2020 ©2019 ZENRIN CO., LTD.



Wheelchair Tennis

Competition venue

Ariake Tennis Park
2-2-22 Ariake
Koto-ku Tokyo
Japan

Gross capacity
19,400

Field of play

A total of 26 courts (10 match courts, as well as 10 outdoor and six indoor practice courts) will be provided across a site area of 163,000m².

Competition

Schedule

Friday 28 August to Saturday 5 September 2020

Athletes

A total of up to 104 athletes may take part in the Wheelchair Tennis competition. This figure comprises 56 male, 32 female and 16 quad athletes.

Medal Events

Men (2)	Women (2)	Quad (2)
Singles	Singles	Singles
Doubles	Doubles	Doubles

Training venue

Ariake Tennis Park
2-2-22 Ariake
Koto-ku Tokyo
Japan

Dates of operation

Tuesday 18 August to Saturday 5 September 2020

Staffing

Tokyo 2020 competition management

Wheelchair Tennis Sport Manager: Jun Nakagawa (JPN)
Wheelchair Tennis Services Manager: Ayano Egami (JPN)
Wheelchair Tennis Technical Operations Manager:
Jemin You (KOR)

International Tennis Federation (ITF)

IF Technical Delegate: TBC

Officials

ITOs: 56
NTOs: 57

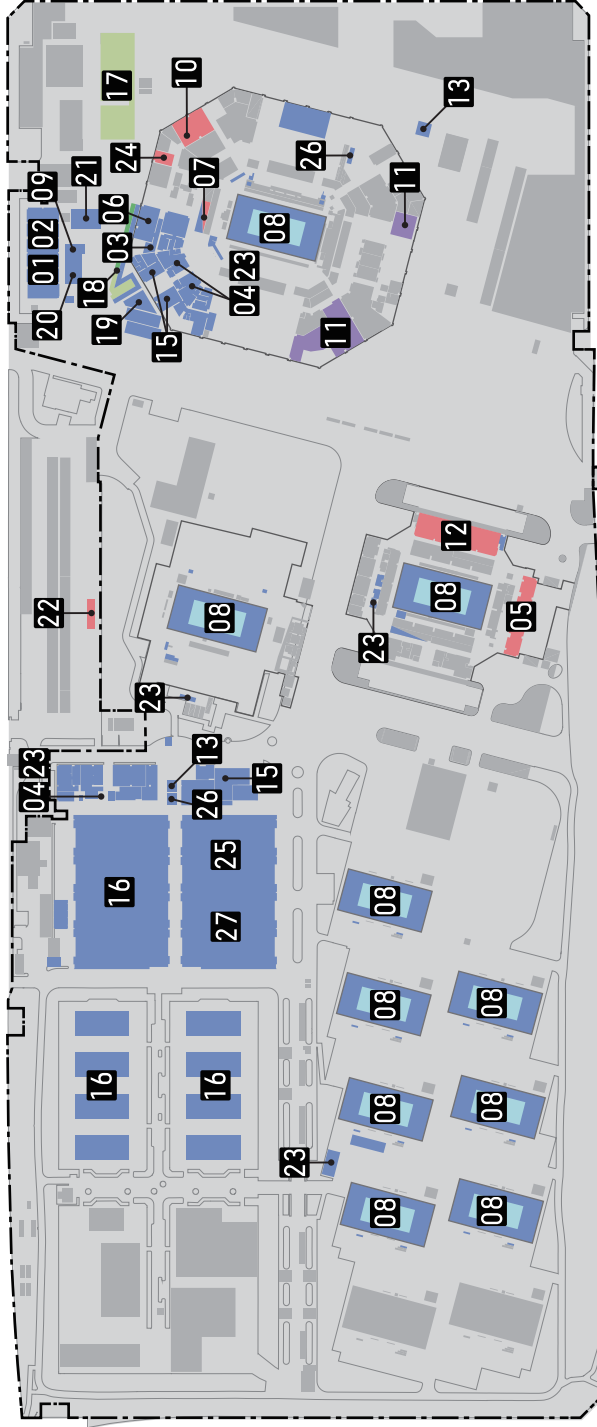
Test Event

94th All Japan Tennis Championships
23 October to 3 November 2019

Wheelchair Tennis Ariake Tennis Park

LEGEND

- 01** Athletes' Dining Room
- 02** Athletes' Lounge
- 03** Athletes' Medical Room
- 04** Athletes' Changing Rooms
- 05** Ball Persons' Lounge
- 06** Doping Control Station
- 07** Equipment Storage
- 08** Field of Play (FOP)
- 09** Gym
- 10** IF and Competition Management Office
- 11** Paralympic Family/IF Lounge
- 12** ITO/NTD Lounge
- 13** Meeting Point
- 15** Physio Room
- 16** Practice Court
- 17** Press Conference Room
- 18** Mixed Zone (Press)
- 19** Sport Information Desk
- 20** Stringers' Area
- 21** TA Loading Area (Athletes)
- 22** TF Loading Area (Technical Officials)
- 23** Toilets
- 24** Tournament Control/Referees' Office
- 25** Warm-up Area
- 26** Wheelchair Repair Center
- 27** Wheelchair Strage



Tokyo – Introduction to Japan

Japan, the land of the rising sun. In less than one year, about 13 million people in Tokyo and the 127 million people of Japan will welcome you to the Paralympic Games Tokyo 2020.

Tokyo is a world-renowned metropolis. As the centre of Japan's economy, politics and culture, and as the Host City of the Tokyo 2020 Olympic and Paralympic Games, Tokyo takes pride in its world-class infrastructure with an extensive transport system and sports/accommodation facilities of the highest standard. But what makes Tokyo so special? Tokyo “has it all” within easy reach — excitement and relaxation, urban comfort and rural tranquillity. Central Tokyo (the 23 wards) is a vibrant area continuously growing and offers so many spots to explore, whatever you are looking for — fashion, food, culture, or technology — along with popular historic sites or temples, shrines, and many parks where residents and visitors alike can unwind.

Complementing this enthusiasm are the Japanese traits of honesty, diligence, and respect for social harmony. The unique traditional spirit of “omotenashi”, or hospitality, is an inseparable part of Japanese sensibility. The meticulous level of service that you're certain to experience during your stay in Japan reflects this spirit. Tokyo residents are ready to welcome athletes and their teams with respect and warm hospitality. Japan is also one of the world's safest countries, a place where people can walk alone at night with peace of mind.

As a sports-oriented city hosting the Tokyo 2020 Games, Tokyo strives to showcase its passion for sports to the world through the establishment of a “Sport City Tokyo”, where sports enhance the city and enrich people's lives.

From 25 August to 6 September 2020, 22 sports will be represented. Tokyo will become the first city to host the Paralympic Games for the second time.

Weather Information by Venue Zone

The following weather and earthquake data was collected from July to September between 1999 and 2018.

<p>Heritage Zone* (Olympic Stadium)</p> <p>*Based on statistics at Tokyo (Otemachi, Chiyoda-ku)</p>	<ul style="list-style-type: none"> • Average daily high temperature: 26.0–33.5 degrees Celsius (78.8–92.3 degrees Fahrenheit) • Average monthly rainfall in August: 168.5 mm. • Prevailing winds: from south-west. • Earthquakes perceptible to pedestrians or stronger: average of less than once a year.
<p>Tokyo Bay Zone, Makuhari Messe Precinct and Paralympic Village*</p> <p>*Based on statistics at Yokohama (Yamate-cho, Naka-ku)</p>	<ul style="list-style-type: none"> • Average daily high temperature: 25.8–32.7 degrees Celsius (78.4–90.9 degrees Fahrenheit) • Average monthly rainfall in August: 147.0 mm. • Prevailing winds: from south-west. • Earthquakes perceptible to pedestrians or stronger: average of less than once a year.
<p>Izu (Izu Velodrome)*</p> <p>*Based on statistics at Ajiro (Atami-shi)</p>	<ul style="list-style-type: none"> • Average daily high temperature is 25.2–32.3 degrees Celsius (77.4–90.1 degrees Fahrenheit) • Average monthly rainfall during August: 208.0 mm. • Prevailing winds: from west-southwest. • Earthquakes perceptible to pedestrians or stronger: average of less than once a year.
<p>Gotemba (Fuji International Speedway)*</p> <p>*Based on statistics at Gotemba (Hagiwara, Gotemba-shi)</p>	<ul style="list-style-type: none"> • Average daily high temperature is 23.7–30.1 degrees Celsius (74.7–86.2 degrees Fahrenheit) • Average monthly rainfall during August: 261.6 mm. • Prevailing winds: from south-southwest. • Earthquakes perceptible to pedestrians or stronger occurred five times in that period.

Thunderstorms and Typhoons

Tokyo as a whole has a humid subtropical climate with warm, wet summers, and is sometimes affected by thunderstorms and typhoons. Based on statistics between 1999 and 2018, Tokyo (Otemachi, Chiyoda-ku) has three days of thunder during August, and less than one typhoon approaches* Kanto/Koshin district, including Tokyo metropolitan area, during August.

*Note: Approach: A typhoon is considered to have approached Japan when its track is within 300km of the nearest JMA meteorological office.

Sustainability

The Tokyo 2020 Organising Committee of the Olympic and Paralympic Games values the concept of sustainability and aims to share ideas around the world on how to actively contribute to a sustainable society.

The sustainability concept of the Games is “Be better, together — for the planet and the people”. Tokyo 2020 aims to contribute to the realisation of the United Nations Sustainable Development Goals by implementing and showcasing sustainability solution models in Japan; this will be done through the delivery of the Games for the future of the earth and its people.

Tokyo 2020 will share Paralympic Games sustainability knowledge and best practices to future Paralympic Games hosts and event organisers, in Japan and overseas.

Tokyo 2020 athletes have an important involvement in this project. This is a once-in-a-lifetime opportunity to showcase the efforts being made regarding climate change, resource management, biodiversity, human rights, diversity and inclusion and social engagement. With this in mind, Tokyo 2020 appreciates your cooperation, for example, in turning off lights when leaving a room or in promoting diversity and inclusion within your teams and at Tokyo 2020 venues.

Tokyo 2020 aims to recycle resources thoroughly, with the aim of “zero waste”. Garbage bins will be provided to allow waste separation at the Paralympic Villages, competition and non-competition venues. Tokyo 2020 will promote waste separation to maximise the recycling of resources. Visitors to the Paralympic Games should look at the labels on garbage bins when discarding waste. Leave no leftover food, do not waste water and bring your own eco bag, in the true Japanese *mottainai** spirit.

* *mottainai* means “waste is regrettable” and embodies the motto of reduce, reuse and recycle. There is a *mottainai* spirit in Japan, which from long ago has encouraged Japanese people to use things up to avoid waste.

Glossary

Abbreviation	Explanation
AAA	Accommodation Allocation Agreement
ACP	Accreditation Check Point
ADS	Arrivals and Departures Information System
AFF	Athletes' Family and Friends Programme
AMS	Accommodation Management System
ATO	Additional Team Officials
ATR	Authorised Ticket Reseller
AVM	Athlete Venue Meal
CCTV	Closed Circuit Television
CTP	Client Ticket Portal
DARF	Dignitary Accreditation Request Form
DDA	Different Discipline Athletes
DRM	Delegation Registration Meeting
FF&E	Furniture, fixtures and equipment
FMT	Follow My Team
FOP	Field of Play
GMS	Games Management System
HCI	Harumi check-in
HND	Tokyo International (Haneda) Airport
I&I	Inspection & Inventory
IBC	International Broadcast Centre
IF	International Sports Federation
IPC	International Paralympic Committee
L&D	Loss & Damage
MDS	Master Delivery Schedule
MPC	Main Press Centre
NOC	National Olympic Committee
NPC	National Paralympic Committee
NRT	Narita International Airport
OBS	Olympic Broadcasting Services
ODF	Olympic Data Feed

PCP	Permit checkpoints
PFH	Paralympic Family Hotel
PIAC	Paralympic Identity and Accreditation Card
PID	Paralympic Information Desk
PRN	Paralympic Route Network
PSA	Pedestrian Screening Area
PVC	Pre-Valid Card
SIC	Sports Information Centre
TA	Transport system for athletes and team officials
TDM	Travel Demand Management
TPC	Team Processing Centre
TSA	Ticket Sales Agreement
TSM	Traffic System Management
TWC	Team Welcome Ceremony
VAPP	Vehicle Access and/or Parking Permit
VSA	Vehicle Screening Area
WADA	World Anti-Doping Agency

The Worldwide Paralympic Partners



Tokyo 2020 Paralympic Gold Partners



Tokyo 2020 Paralympic Official Partners



Tokyo 2020 Paralympic Official Supporters

AOKI Aggreko ECC Ottobock KADOKAWA Google KOKUYO Shimizu Corporation TANAKA HOLDINGS NOMURA
 Park24 Pasona Group MARUDAI FOOD Morisawa Yahoo Japan THE SANKEI SHIMBUN The Hokkaido Shimbun Press