



# FISU PROTOCOL GUIDELINES

QUARTIER UNIL | BÂTIMENT SYNATHLON  
CH-1015 LAUSANNE | SWITZERLAND  
TEL: +41 21 692 64 00  
fisu@fisu.net | www.fisu.net | www.fisu.tv



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# **FISU PROTOCOL GUIDELINES**

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# 1. INTRODUCTION

The purpose of this document is to outline the Protocol Guidelines for the organisation of FISU events. It is a step forward to increase consistency and reduce the potential for dispute by providing future organisers with complete information and guidelines.

Specified by the FISU Executive Committee (EC), the guidelines are cross-referenced with all official FISU documents such as, but not limited to, the attribution contract, the Guidelines for Submitting a Candidature to Organise FISU events, FISU Regulations, Minimum Requirements for the FISU World University Games, the FISU Brand Book and the FISU Flag Guidelines. All these documents are strictly for internal use only by the Organising Committees (OCs) of FISU events and other stakeholders authorised by FISU, which should not be distributed publicly.

The FISU General Secretariat constantly updates the information available for FISU events. Thus, the contents mentioned herein may evolve owing to technical developments or specific advancements of a technical nature or particular to a sport, some of which may be beyond the control of FISU and the OC. Where this is the case, the OC commits itself to accept these modifications, after consultation, in the best interests of FISU events. Further reference documents are specified in each chapter.

The FISU Executive Committee and the FISU General Secretariat will be pleased to provide any further information upon request. The FISU President will determine the rules for the protocol that are not clearly pointed out by the events' Regulations. His/her representative may adapt the guideline rules depending on specific situations.





## 2. ABBREVIATIONS

CIC	FISU International Control Committee
CMI	FISU International Medical Committee
CUSF	Continental University Sports Federation
EC	FISU Executive Committee
EduC	FISU Education Committee
FISU	International University Sports Federation
FISU Championships	FISU World University Championships
FISU Games	FISU World University Games
FISU World Cups	FISU University World Cups
FVLA	FISU Volunteer Leaders Academy
HoD	Head of Delegation
IF	International Federation
IOC	International Olympic Committee
NOC	National Olympic Committee
NUSF	National University Sports Federation
OC	Organising Committee
SG	Secretary General
TCC	FISU Technical Committee Chair
TD	Technical Delegate
VAPP	Vehicle Access and/or Parking Permit
VIP	Very Important Person
VVIP	Very Very Important Person

When referring to countries, it is to be understood that reference is made to all countries, territories or regions listed in the FISU country protocol order.<sup>1</sup>

<sup>1</sup> See [Annexe 12.4](#).



## 3. FISU INFORMATION

Since its founding in 1949, the International University Sports Federation (FISU) is the key driver of expanding the role and reach of university sport around the world. FISU believes that sports values and sports practice work in perfect synchronicity within one's university studies.

FISU offers opportunity and inspiration to students around the world to play sport. The health, well-being and experiences that students gain from sport helps them become exemplary leading members of society. Hence, FISU's motto of "Excellence in Mind and Body".

In keeping with this adage, FISU organises world-class sports and educational events, all with the mission of providing university students with the opportunity to pursue excellence in mind and body.

### 3.1. FISU BRAND

All protocol documents/items related to FISU or to a FISU event, which include an element of the FISU Brand, must be prepared as explained in the FISU Brand Book and be submitted to FISU Marketing department for approval prior to production.

#### 3.1.1. FISU Logo

The FISU Logo is the combination of the dynamic "U" symbol and the "FISU" logotype. The symbol or the logotype shall never be used alone, the logo shall always remain complete.

The FISU Logo shall be present in all protocol applications/documents such as, but not limited to diplomas, backdrops, protocol flags, medals.

#### 3.1.2. FISU Flag

The FISU Flag shall always look as presented below. The flag must only be formed by the FISU Logo (gradient version) on a white background.

*For more information and guidelines on the FISU Brand, please refer to the FISU Brand Book.*



## 3.2. FISU ANTHEM

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The official FISU Anthem is the *Gaudeamus Igitur*.

The FISU Anthem is used in different circumstances such as official ceremonies, opening/closing ceremonies, medal ceremonies and in other occasions. For medal ceremonies, no other anthem will be played. The FISU General Secretariat will always provide the Organising Committee (OC) with the version to be played.

Any special requests related to modifying the original version of the *Gaudeamus Igitur* must be sent to FISU for approval at the latest three months prior to the concerned event.

For more information regarding the “*Gaudeamus Igitur*”, please refer to [Annexe 12.7](#).



### 3.3. FISU CLIENT GROUPS

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The FISU client groups during a FISU event is composed of two clusters:

#### 3.3.1. FISU Family

This cluster includes members of the FISU Committees on duty:

- Education Committee (EduC)
- Executive Committee (EC)
- International Control Committee (CIC)
- International Medical Committee (CMI)
- Technical Committee Chairs (TCCs)
- Other FISU Committees according to appointments

And:

- FISU staff & external consultants
- Honorary Members
- International Federations (IFs)
- Technical Delegates (TDs)

#### 3.3.2. FISU Guests

This cluster includes invited guests from FISU such as representatives of:

- Candidature Committees
- Continental University Sports Federations (CUSFs)
- FISU event Organising Committees (OCs)
- Foreign governments
- Foreign universities
- International Federations
- International Olympic Committee (IOC)
- International organisations
- National Olympic Committees (NOCs)
- National University Sports Federations (NUSFs)

And:

- FISU partners & sponsors
- FISU President's guests
- FISU World Conference keynote speakers
- Other guests
- Secretary Generals (SGs)

The guests accompanying accredited FISU Family and FISU Guests are as well part of this cluster and have access to the same services.

### 3.4. VIP & VVIP

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According to the FISU Family accreditation matrix and their status, FISU Guests holding high positions may be considered Very Important People (VIP) (e.g. foreign Rectors, foreign Ministers, Head of Regions, Mayors, Presidents & SGs of IFs and international organisations, the IOC President and IOC members, etc.). The list of VIPs is defined individually according to the attendance list at each FISU event and approved by the FISU President and Secretary General.

The Very Very Important People (VVIP) status is considered exceptionally for the highest representatives of countries or governments (e.g. Head of State, Head of Parliament, or similar level). For these very special guests, the protocol from the hosting state/region/city, is in most cases responsible to guarantee an adequate and proper welcome.

Some FISU Family members in superior positions have access to the same services as VIPs (FISU President and EC members, FISU Secretary General / CEO, FISU Honorary / Emeritus members, Chairs of FISU Committees, FISU Directors), e.g. access to the VIP lounges, dedicated car, special seating, etc.

Accompanying persons who are coming together with a VIP should be treated as FISU Family / FISU Guest. They are entitled to transfer from/to the airport upon arrival/departure and may accompany FISU Family members and FISU Guests to all places, including ceremonies and can use the FISU Family member's attaché to attend competitions.

*For more information on the composition of the FISU Executive Committee, please refer to [Annexe 12.1](#).*

*For more information on the categories of FISU Family and FISU Guests, please refer to [Annexe 12.2](#).*

### 3.5. FISU FAMILY AND FISU GUESTS ACCREDITATION

All FISU Family and FISU Guests shall be duly accredited and have a valid accreditation card. The approval of these people is made solely by FISU and their card is received at the FISU Accreditation Centre, located at the FISU Headquarters hotel. The following colours and codes are used for this client group to identify the access level:

- Gold (A, AG, G, GG)
- Silver (B, BG, G, GG, F, FG)
- White (B, BG, O)

The Organising Committee can use the same colours for the OC VIPs or choose different colours not yet attributed to other client groups; the procedure shall be coordinated with FISU. The same accreditation matrix is used for all FISU educational and sports events.

An updated FISU Family accreditation matrix and more detailed information on the estimated number of VIP/VVIP at different events can be provided by FISU upon request.

*For more information on Accreditation, please refer to the Minimum Requirements for the FISU World University Games.*





U  
FISU

2

USA

Credit24



# 4. HEALTHY CAMPUS

Proposed and developed by the International University Sports Federation (FISU), the FISU Healthy Campus programme aims to enhance all aspects of well-being for students and the campus community at large. Looking to reverse the well-established trend of young adults compromising their health during their academic careers, the initiative is already having a positive impact on the lives and lifestyles of university students around the world.

The programme holds steadfast to the belief that universities should be an enabling environment, a gateway encouraging its attendees to practice a healthy and sustainable lifestyle where access and opportunity in the areas of physical activity, health and nutrition are a daily part of campus life.

Since FISU's founding in 1949, the federation has been a key driver to expand the role and reach of university sports worldwide. Best known for its sporting and educational events, the FISU Healthy Campus programme helps expand FISU's social responsibility to reach a larger number of students, schools, and university employees.

To cater to the diverse demands of students and staff, the programme has established a cross-cutting approach that includes not only physical activity, but also healthy campus management, mental and social health, nutrition, disease prevention, risk behaviour, environment, social responsibility and sustainability.

With the FISU Healthy Campus programme, universities embed concrete health and wellness resources into all aspects of campus life and culture.

## 4.1. PROTOCOL INFORMATION

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FISU Healthy Campus labels are delivered to universities during existing FISU events. Further information will be provided to Organising Committees in due time.





# FISU FORUM KRASNOYARSK 2018 RUSSIA



ALGERIA

AUSTRALIA

CAMBODIA

CHINA  
(PEOPLE'S  
REPUBLIC OF)

CYPRUS

FINLAND

GERMANY

IRAN  
(ISLAMIC  
REPUBLIC OF)

ITA  
KAZA



# 5. FISU WORLD FORUM

Every two years and alternating with the FISU World University Games event years, the FISU World Forum brings together students, officials and other key partners involved in the University Sport Movement with FISU Member Associations. Combining academic sessions with cultural, educational and sporting activities, it is a powerful communication platform for the various university sports communities. This combination gives the FISU World Forum an educational value in the broadest sense of the term.

The FISU World Forum is held over five days. It usually focuses on one main theme and several sub-themes, each of which is moderated by a speaker specialised in the subject area. Workshops/seminars on each sub-theme are held every day. The FISU World Forum is also a platform for the FISU Member Associations to share and promote projects and programmes that they have developed, which contribute to the University Sport Movement. With a constantly evolving format, the FISU World Forum aims at providing a marketplace for discussions on ideas and projects for its participants.

## 5.1. PROTOCOL INFORMATION

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### 5.1.1. Official Country Denomination

For all official communication, events (opening and closing ceremonies, etc.), the official FISU country names must be used. For more details, please refer to the FISU country protocol order<sup>2</sup>.

### 5.1.2. Organising Committee Ceremonies and Protocol Organisational Structure

Due to the size of the event, it is recommended that one member of the Organising Committee (OC) staff follows all ceremonies and protocol matters to facilitate communication with the different client groups and FISU.

### 5.1.3. Flags

Flags of all countries must respect their original design as presented in the FISU Flag Guidelines. All flags must be presented to FISU for approval at the latest three months prior to the FISU World Forum and in any case before the production of the full set.

FISU Protocol flags must respect the guidelines described in the FISU Brand Book and FISU Flag Guidelines.

Flags must all have the same size and shape. The only exceptions stand for the Nepalese and Swiss flags, which must respect their original shapes and shall not be placed on a white background.

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<sup>2</sup> See [Annexe 12.4](#)

#### 5.1.3.1. Handling of Flags

FISU kindly asks the Organising Committee and all partners to respect the protocol etiquette when handling flags:

- All flags should be treated with respect and dignity
- Flags should be folded<sup>3</sup> when carried to and from flagpoles
- Flags should be raised briskly and lowered ceremoniously
- No flag should be smaller than another in the same display
- Flags should be securely fastened so as not to fall
- Flags should never touch the ground
- The flag should always be flown as close as possible to the top of the mast, tightly secured
- When a flag visibly deteriorates, it should be replaced with a new one

#### 5.1.3.2. Sets

The protocol set of flags must contain:

1. FISU
2. Organising country
3. Organising Committee
4. National University Sports Federation (host country)

The two following flags may be added to the protocol set upon prior request to the FISU General Secretariat:

5. City/Region
6. City/Region

*For information on the display of protocol flags, please refer to [Annexe 12.3](#).*

## 5.2. INVITATIONS

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For the FISU World Forum, an official invitation must be prepared as explained in the FISU Brand Book and shall be delivered to all FISU Member and non-Member Associations one year prior to the event to ensure participation.

Where the content must follow the guidelines provided by FISU, the design of the invitation is at the liberty of the Organising Committee. The invitation must be submitted to the FISU General Secretariat for approval prior to production but at the latest one month before they are sent.

The list of invited FISU Member and non-Member Associations and templates of invitation are provided by the FISU General Secretariat.

#### 5.2.1. FISU Family & FISU Guests

Invitations to all members of FISU Family and FISU Guests are sent out and followed up by FISU. The attendance lists are shared with the Organising Committee on a regular basis starting from

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<sup>3</sup> Except for the FISU Flag at the opening ceremony.

six months before the event. Due to last minute changes this list can be updated even during the event.

### 5.2.2. National University Sports Federations

Invitations are sent to the FISU Member Associations as well as Associate members<sup>4</sup> 12 months prior to the start of the event. The template is submitted to FISU beforehand and once approved, FISU shares the list of contacts to whom the invitations are to be sent.

### 5.2.3. Other Guests

Speakers are accredited and considered as FISU Guests but will receive a special invitation describing the content and format of the session(s) they are expected to take part in, as well as the conditions of travel and stay. FISU will send and follow up with the invitations.

*For examples of invitations, please refer to [Annexe 12.8](#).*

## 5.3. VIP HOSPITALITY

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### 5.3.1. Welcome Services

Effective and warm welcome services should be organised at the official points of arrival.

It is recommended to have the relevant attachés greeting the VIPs upon their arrival and escort them to their accommodation site. Depending on time of arrival, the attachés can also meet the VIPs at the hotel the next day.

### 5.3.2. Accommodation

The hotels dedicated to FISU Family and FISU Guests – including speakers - are called the FISU Hotels. The Organising Committee is responsible for providing local assistance and transportation as well as medical assistance to FISU Family and FISU Guests during the entire period of their stay for the FISU World Forum.

Responsible persons must be appointed for each FISU Hotel to ensure the hospitality and protocol services, as well as the provision of information and publications related to the client groups.

At the FISU World Forum, it is traditional to have all participants accommodated within the same place, or at least within the same “cluster,” to promote the idea of platform for exchanges.

### 5.3.3. Transportation

Traditionally, the FISU World Forum is held within facilities that allow all activities to be managed within walking distances.

When this is not possible, the OC provides transportation services for FISU Family members and FISU Guests (including speakers), as well as their baggage and office equipment during their entire stay at the FISU World Forum.

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4 Continental University Sports Federations.

Due to different needs, some FISU Family members and FISU Guests may have to arrive earlier or depart later than the regular event period. In such cases, full transportation service must be secured so that the individuals concerned can carry on with their missions.

If some VIPs are coming with their own car, the OC shall provide information about access and parking.

The FISU President shall be allocated a car throughout his stay in all cases.

#### **5.3.4. Receptions and Social Events**

The OC must provide its list of planned receptions and social events at the latest one month before the event starts.

For the official receptions of the OC, a written invitation should be provided by the OC, well in advance, indicating the host, location, date and time, transportation organisation, as well as specifications regarding the attire.

For the FISU World Forum, the social events are usually related to the main protocol moments of the event, namely the opening ceremony, the closing ceremony and the FISU World Forum Fair.

#### **5.3.5. Venue VIP Services**

VIP areas, including the VIP lounge and VIP seats, should be set up in the FISU World Forum venue, with clear signage indicating the access and direction. A responsible person must be appointed to ensure the delivery of the venue VIP services. The VIP lounge should mostly be a lounge dedicated for the speakers, allowing them to prepare for their respective presentations.

As common practice, light food, refreshments, and various non-alcoholic beverages are provided in the VIP lounge at the expense of the OC to express special hospitality to VIPs (international and local) and other guests.

### **5.4. VENUE PROTOCOL**

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#### **5.4.1. Flags**

For the main venue and all official ceremonies, the Organising Committee must provide all flags (FISU, host country, OC, host NUSF, participating countries) at its own cost. The design of flags must follow the FISU Flag Guidelines. Some flags have special requirements in terms of style or size. FISU stays at the disposal of the OC for any questions regarding flags.

##### **5.4.1.1. Opening Ceremony**

As part of the opening ceremony protocol, the OC must provide all protocol flags, including an oversized FISU Flag<sup>5</sup>, as well as the flags of all participating countries. The dimension and design of all the flags must be approved by FISU prior to their production. The flags

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5 Size to be defined between the FISU General Secretariat and the OC. This regards the FISU Flag that will be hoisted during the opening and closing ceremonies. Host country national flag can be of the same size but not bigger.

of all countries participating must be hung horizontally in the auditorium in the FISU country protocol order<sup>6</sup>, with the flag of the host country placed last.

#### 5.4.1.2. Closing Ceremony

During the closing ceremony, the official FISU Flag will be handed over to the next OC of the FISU World Forum. The flag will be provided by the FISU General Secretariat. For the flag passing during the closing ceremony, the FISU Flag must be hung on a flagpole.

#### 5.4.1.3. Accommodation and Meeting Venues

For the entire duration of the event, the FISU Flag and the OC flag must be displayed horizontally in front of the official FISU Hotel(s). The same requirements are effective for all official meeting locations for the FISU World Forum venues.

### 5.4.2. Seating

Venue seating requires a specific setup and careful planning, especially for the welcoming and assistance of guests and in particular for opening and closing ceremonies.

#### 5.4.2.1. Plenary Sessions

It is essential that during all events, signs clearly indicate the different restricted zones, such as the VIP area.

#### 5.4.2.2. Opening and Closing Ceremonies

Careful planning is required to ensure enough seating for various accredited client groups, e.g. delegations, FISU Family, FISU Guests, etc. The seating plan must be presented to FISU for approval one month before the start of the event. FISU will define the VVIP and VIP zones together with the OC.

For the FISU World Forum, FISU Family and FISU Guests, share the VIP area with the organisers (50/50). Traditionally, the VIP area corresponds to the front rows of the auditorium, with an easy access to the stage. In total, around 30 seats are needed for FISU Family for the opening ceremony of the FISU World Forum. All guests invited by FISU are seated in the VIP zone.

## 5.5. CEREMONIES

Opening and closing ceremonies are required for the FISU World Forum and must have a balanced programme in terms of duration between the cultural programme and the formal protocol content.

The detailed programme of the ceremonies together with transportation details on departure and return, and information (see [Chapter 5.3.4.](#) for more information) on possible receptions planned before and/or after the ceremonies shall be provided to FISU for approval, at the latest one month before the ceremonies.

In addition, the transportation plan and procedure for the VVIP, FISU Family (Committees and staff) and FISU Guests shall be provided.

<sup>6</sup> See [Annexe 12.4](#)

## 5.5.1. Opening Ceremony and Closing Ceremony

### 5.5.1.1. Protocol Rundown

#### Opening ceremony

The opening ceremony will be staged observing the following mandatory protocol:

- The national anthem of the host country is played, and the flag is raised
- Presentation of participating countries (with optional march pass)
- The President of the OC or his/her representative gives a welcome speech lasting a maximum of three minutes
- The FISU Education Committee (EduC) Chair gives a speech lasting a maximum of three minutes
- The FISU President or his/her representative gives a speech lasting a maximum of three minutes and then invites the highest authority of the host country present at the event to announce the opening of the FISU World Forum
- The highest authority of the host country declares the FISU World Forum open
- Playing of the FISU Anthem and raising of the FISU Flag
- Cultural programme

If the opening ceremony is combined with the first main session the following should be added:

- Lecture introducing the main topic by a keynote speaker selected by the OC and approved by FISU
- Presentation of the EduC members
- Introduction of the first session (and when it applies, of the panellists taking part)

#### Closing ceremony

The closing ceremony will be staged observing the following mandatory protocol:

- The national anthem of the host country is played
- Presentation of the conclusions of the FISU World Forum by EduC members
- The President of the OC or his/her representative gives a closing speech lasting a maximum of three minutes
- The FISU President or his/her representative gives a closing speech lasting a maximum of three minutes
- Playing of the FISU Anthem and lowering of the FISU Flag
- Handover of the FISU Flag to the next organisers
- Presentation of the next FISU World Forum and speech lasting a maximum of three minutes
- Cultural programme



#### 5.5.1.2. March Pass

With respect to the march pass, the delegations will march in the FISU country protocol order<sup>7</sup>, or in the host country's language alphabetical order (subject to approval by FISU) with the host country marching last. The flags of participating delegations, as well as the placards, will be provided by the OC and will all be of the same size.

#### Flags

All flags must be of the same size and respect the official design as presented in the FISU Flag Guidelines. Flag designs must be presented to FISU for approval three months prior to the event or at the latest before they are sent for production. All flags will be checked once again by FISU three days prior to the opening ceremony for final approval.

In regard to the closing ceremony, the same flags can be used again.

#### Placards

The placards displaying the country names should include the following information:

- Full name of the country in English<sup>8</sup>
- Full name of the country in the host country's official language
- FISU Logo
- OC Logo

The design of the placards is at the liberty of the OC but must be submitted to FISU for approval three months prior to the event. As for the flags, the original placards will be checked by a representative of the FISU General Secretariat onsite three days prior to the ceremony.

#### 5.5.1.3. Speeches

During the ceremonies, all speeches must be presented or translated (orally or/and in writing – screen) in English.

The OC must transmit to FISU all the speeches planned during the ceremonies (including the text of the master of ceremony) at least one month prior to the ceremony and inform FISU of the deadline to receive the FISU speeches.

During the speeches, no symbol will be shown on screens or on the stage, and nothing will be added for the viewers except for the speaker and/or the text of the speech.

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<sup>7, 8</sup> See [Annexe 12.4](#)

## 5.6. DIPLOMAS

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For the FISU World Forum, official diplomas must be prepared by the Organising Committee as explained in the FISU Brand Book. Where the content must follow the guidelines provided by FISU, the design of the diplomas is at the liberty of the OC. The diplomas must be submitted to the FISU General Secretariat for approval prior to production.

Templates of diplomas are provided by the FISU General Secretariat.

All accredited delegation members and other participants (speakers, guests, etc.) will receive a Diploma of Participation.

Diplomas are not distributed individually to each participant; they are handed to the Head of Delegation or an appointed representative of each delegation by the OC during the final dinner.

The OC shall provide FISU with 30 hard blank copies and the template digital file in a Word format of each produced diploma.

In addition, a Diploma of completion of the Student Project Programme is provided to those students that have been part of the programme.

*For examples of diplomas, please refer to [Annexe 12.9](#).*





FIS  
FORU  
KRASNOYARSK  
RUSS



# World Conference - Education - Sport



# 6. FISU WORLD CONFERENCE

The goal of the FISU World Conference is to create a platform for presenting scientific papers on university sport, thereby stimulating research on this topic. Conference themes focus on the study of university sport and are further complimented with keynote addresses, poster presentations, paper-presentation sessions and discussion groups.

Held every two years during the Summer and Winter editions of the FISU World University Games (FISU Games), the FISU World Conference on Student Development through Sport (Summer edition) and the FISU World Conference on Innovation - Education - Sport (Winter edition) are major academic conferences. A core traditional event inside the University Sport Movement with a history that dates back to 1960, the FISU World Conference ensures the highest academic level and scientific credibility by organising its event in cooperation with the leading local academic authorities.

The FISU World Conference is open to all accredited participants of the FISU Games. Having a student development conference take place during the FISU Games allows many student-athletes to take part in an international academic conference, fostering the academic spirit in the sports arena.

The FISU World Conference attracts not only participants from all over the world but also well-known speakers. Additionally, representatives from international organisations such as the World Anti-Doping Agency (WADA), the International Fair Play Committee (CIFP), the European Athlete as Student Network (EAS) and the HYPE Foundation have taken part in the conference.

## 6.1. PROTOCOL INFORMATION

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### 6.1.1. Official Country Denomination

For all official communication, events (opening and closing ceremonies, medal ceremonies, sport information, etc.), the official FISU country names must be used. For more details, please refer to the FISU country protocol order<sup>9</sup>.

### 6.1.2. Organising Committee Ceremonies and Protocol Organisational Structure

Traditionally, the ceremonies and protocol at the FISU World Conference are coordinated by a working group including the Ceremony, the Protocol and the Education FAs of the FISU Games Organising Committee (OC). In the case of a dedicated FISU World Conference OC, one member of the OC shall act as the liaison for ceremonies and protocol with FISU.

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<sup>9</sup> See [Annexe 12.4](#)

### 6.1.3. Flags

Flags of all countries must respect their original design as presented in the FISU Flag Guidelines. All flags must be presented to FISU for approval at the latest three months prior to the FISU World Conference and in any case before the production of the full set.

FISU Protocol flags must respect the guidelines described in the FISU Brand Book and FISU Flag Guidelines.

Flags must all have the same size and shape. The only exceptions stand for the Nepalese and Swiss flags, which must respect their original shape and shall not be placed on a white background.

#### 6.1.3.1. Handling of Flags

FISU kindly asks the Organising Committee and all partners to respect the protocol etiquette when handling flags:

- All flags should be treated with respect and dignity
- Flags should be folded<sup>10</sup> when carried to and from flagpoles
- Flags should be raised briskly and lowered ceremoniously
- No flag should be smaller than another in the same display
- Flags should be securely fastened so as not to fall
- Flags should never touch the ground
- The flag should always be flown as close as possible to the top of the mast, tightly secured
- When a flag visibly deteriorates, it should be replaced with a new one

#### 6.1.3.2. Sets

The protocol set of flags must contain:

1. FISU
2. Organising country
3. Organising Committee
4. National University Sports Federation (host country)

The two following flags may be added to the protocol set upon prior request to the FISU General Secretariat:

5. City/Region
6. City/Region

*For information on the display of protocol flags, please refer to [Annexe 12.3](#).*

## 6.2. INVITATIONS

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For the FISU World Conference, an official invitation must be prepared as explained in the FISU Brand Book and shall be delivered to all FISU Member and non-Member Associations one year prior to the event to ensure participation.

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<sup>10</sup> Except for the FISU Flag at the opening ceremony.

Where the content must follow the guidelines provided by FISU, the design of the invitation is at the liberty of the Organising Committee. The invitation must be submitted to the FISU General Secretariat for approval prior to production but at the latest one month before they are sent.

The list of invited FISU Member and non-Member Associations and templates of invitation are provided by the FISU General Secretariat.

### 6.2.1. FISU Family and FISU Guests

- Invitations to all members of FISU Family and FISU Guests are sent out and followed up by FISU. The attendance lists are shared with the OC on a regular basis starting from six months before the event. Due to last minute changes, this list can be updated even during the event.
- The FISU World Conference is organised jointly with the FISU World University Games. Consequently, the invitations both to the guests and FISU Member Associations will be sent by the OC after approval from FISU.

### 6.2.2. National University Sports Federations

The invitation and call for papers are sent out one year prior to the event to all NUSFs. All participants accredited to the FISU Games as a member of a delegation have access to the FISU World Conference without further registration needed.

### 6.2.3. Other Guests

The OC is responsible for publishing a call for papers, which acts as an invitation towards academic institutions and organisations one year before the event.

*For examples of invitations, please refer to [Annexe 12.8](#).*

## 6.3. VIP HOSPITALITY

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All VIPs attending the FISU World Conference will be accredited as FISU Guests for the FISU Games. For more information, please refer to [the VIP Hospitality section of the FISU Games](#) in these guidelines.

### 6.3.1. VIP Accreditation

Please refer to [Chapter 3.2](#) for more information regarding FISU Family and FISU Guests groups and attribution of VIP status, and to [Chapter 3.4](#) for more information regarding FISU Family and FISU Guests accreditation.

The keynote speakers of the FISU World Conference are considered as FISU Guests and are granted VIP accreditation from FISU.

For FISU Guests, no additional accreditation is required for the FISU World Conference, other than the accreditation for the FISU Games.

### **6.3.2. Accommodation**

The hotels dedicated to FISU Family and FISU Guests – including speakers - are called the FISU Hotels. The OC is responsible for providing local assistance and transportation, as well as medical assistance to FISU Family and FISU Guests during the entire period of their stay for the FISU World Conference.

Responsible persons must be appointed for each FISU Hotel, to ensure the hospitality and protocol services, as well as the provision of information and publications related to the client groups.

### **6.3.3. Transportation**

The OC provides transportation services for FISU Family members, as well as their baggage and office equipment during their entire stay at the FISU World Conference. Due to different needs, some FISU Family members may have to arrive earlier or depart later than the regular event period. In such case, full transportation service must be secured so that FISU Family members concerned can well carry on their missions.

If some VIPs are coming with their own car, the OC shall provide these cars with a special Vehicle Access and/or Parking Permit (VAPP), allowing them in the same dedicated zone or area as the cars provided by the organisation.

### **6.3.4. Receptions and Social Events**

The FISU World Conference includes a welcome dinner hosted on the evening of the first day, as well as a farewell cocktail following the closing ceremony of the event.

All participants having paid the participation fee to the FISU World Conference are invited to those two events. The FISU Executive Committee, the FISU Education Committee, the FISU staff on duty and keynote speakers are also invited to those social events.

### **6.3.5. Venue VIP Services**

The FISU World Conference venue will include a FISU Office, which will serve as a lounge for the keynote speakers. It will include refreshments, non-alcoholic beverages and equipment needed to allow the keynote speakers to prepare for their presentation (computer, printer, refreshments, etc.).

## **6.4. VENUE PROTOCOL**

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### **6.4.1. Flags**

For the main venue and all official ceremonies, the Organising Committee must provide all flags (FISU, host country, OC, host NUSF, participating countries<sup>11</sup>) at its own cost. The design of flags must follow the FISU Flag Guidelines. Some flags have special requirements in terms of style or size. FISU stays at the disposal of the OC for any questions regarding flags.

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<sup>11</sup> Only countries taking part in the FISU World Conference.



#### 6.4.1.1. Opening Ceremony

As part of the opening ceremony protocol, the OC must provide all protocol flags, including an oversized FISU Flag<sup>12</sup>, as well as the flags of all participating countries. The dimension and design of all the flags must be approved by FISU prior to their production. The flags of all countries participating must be hung horizontally in the auditorium in the FISU country protocol order<sup>13</sup>, with the flag of the host country placed last.

#### 6.4.1.2. Closing Ceremony

During the closing ceremony, the official FISU Flag will be handed over to the next OC of the FISU World Conference. The flag will be provided by the FISU General Secretariat. For the flag passing during the closing ceremony, the FISU Flag must be hung on a flagpole.

### 6.4.2. Seating

Venue seating requires specific setup and careful planning, especially for the welcoming and assistance of guests.

#### 6.4.2.1. Plenary Sessions

It is essential that during all events, signs clearly indicate the different restricted zones, such as the VIP area. Traditionally, the first row – or part of it – is reserved for the FISU Education Committee members, speakers, and moderators.

#### 6.4.2.2. Opening and Closing Ceremonies

Careful planning is required to ensure enough seating for various accredited client groups, e.g. delegations, FISU Family, FISU Guests, etc. The seating plan must be presented to FISU for approval one month prior to the event. FISU will define together with the OC the VVIP and VIP zones.

For the FISU World Conference, FISU Family and FISU Guests, share the VIP area with the organisers (50/50). Traditionally, the VIP area corresponds to the front rows of the auditorium, with an easy access to the stage. In total, around 40 seats are needed for FISU Family for the opening ceremony of the FISU World Conference. All guests invited by FISU are seated in the VIP zone.

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<sup>12</sup> Size to be defined between the FISU General Secretariat and the OC. This regards the FISU Flag that will be hoisted during the opening and closing ceremonies. Host country national flag can be of the same size but not bigger.

<sup>13</sup> See [Annexe 12.4](#)

## 6.5. CEREMONIES

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### 6.5.1. Opening and Closing Ceremonies

#### 6.5.1.1. Protocol Rundown

##### Opening ceremony

The opening ceremony will be staged observing the following mandatory protocol:

- The national anthem of the host country is played, and the flag is raised
- Presentation of participating countries (with optional march pass)
- The President of the Organising Committee or his/her representative gives a welcome speech lasting a maximum of three minutes
- The FISU Education Committee (EduC) Chair gives a speech lasting a maximum of three minutes
- The FISU President or his/her representative gives a speech lasting a maximum of three minutes and then invites the highest authority of the host country present at the event to announce the opening of the FISU World Forum
- The highest authority of the host country declares the FISU World Conference open
- Playing of the FISU Anthem and raising of the FISU Flag

If the opening ceremony is combined with the first main session the following shall be added:

- Lecture introducing the main topic by a keynote speaker selected by the OC and approved by FISU
- Presentation of the EduC members
- Introduction of the first session (and when it applies, of the panellists taking part)

##### Closing ceremony

The closing ceremony will be staged observing the following mandatory protocol:

- The national anthem of the host country is played
- Presentation of the conclusions of the FISU World Conference by EduC members
- The President of the OC, or his/her representative gives a closing speech lasting a maximum of three minutes
- The FISU President or his/her representative gives a closing speech lasting a maximum of three minutes
- Playing of the FISU Anthem and lowering of the FISU Flag
- Handover of the FISU Flag to the next organisers
- Presentation of the next FISU World Conference and speech lasting a maximum of three minutes
- Cultural programme

#### 6.5.1.2. March Pass

With respect to the march pass, the delegations will march in the FISU country protocol order<sup>14</sup> or in the host country's language alphabetical order (subject to approval by FISU), with the host country marching last. The flags of participating delegations, as well as the placards, will be provided by the OC and will all be of the same size.

#### Flags

All flags must be of the same size and respect the official design as presented in the FISU Flag Guidelines. Flag designs must be presented to FISU for approval three months prior to the event, or at the latest before they are sent for production. All flags will be checked once again by FISU three days prior to the opening ceremony for final approval.

In regard to the closing ceremony, the same flags can be used again.

#### Placards

The placards displaying the country names shall include the following information:

- Full name of the country in English<sup>15</sup>
- Full name of the country in the host country's official language
- FISU Logo
- OC Logo

The design of the placards is at the liberty of the OC but must be submitted to FISU for approval three months prior to the event. As for the flags the original placards will be checked by a representative of the FISU General Secretariat onsite three days prior to the ceremony.

#### 6.5.1.3. Speeches

During the ceremonies, all speeches must be presented or translated (orally or/and in writing – screen) in English.

The OC must transmit to FISU all the speeches planned during the ceremonies (including the text of the master of ceremony) at least one month prior to the ceremony and inform FISU of the deadline to receive the FISU speeches.

During the speeches, no symbol shall be shown on screens or on the stage, and nothing will be added for the viewers except for the speaker and/or the text of the speech.

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14, 15 See [Annexe 12.4](#)

## 6.6. DIPLOMAS

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For the FISU World Conference, official diplomas must be prepared by the Organising Committee as explained in the FISU Brand Book. Where the content must follow the guidelines provided by FISU, the design of the diplomas is at the liberty of the OC. The diplomas must be submitted to the FISU General Secretariat for approval prior to production.

Templates of diplomas are provided by the FISU General Secretariat.

All participants registered for the FISU World Conference, as well as the speakers, volunteers and FISU Committee members involved, receive a Diploma of Participation. Participants having taken part to the FISU World Conference with a FISU World University Games accreditation will however not receive the Diploma of Participation.

The diplomas will be distributed by the OC during the farewell cocktail or sent out to the participants that did not attend the cocktail.

The OC shall provide FISU with 30 hard blank copies and the template digital file in Word format of each produced diploma.

*For examples of diplomas, please refer to [Annexe 12.9](#).*





#ASU Volunteer  
#LeadersAcademy

K 2019  
RSIADE

# 7. FISU VOLUNTEER LEADERS ACADEMY

The FISU Volunteer Leaders Academy (FVLA) is an educational event that serves as a key part of the international sports and volunteering movement. Held in Kazan, host city of the 2013 Summer Universiade, the inaugural 2017 event brought together 110 volunteer leaders from 90 countries to the Russian sports city and over 111 in the second edition from 92 countries.

At the Academy, emerging sport management leaders receive an intense programme that includes lectures, roundtable discussions and networking opportunities. Academy attendees are also brought “behind-the-scenes” to many first-class sports facilities used at top-level sports events, to develop their knowledge and competence around the management of volunteers in sports events.

The aim of the FVLA is to create a volunteering community around the world, that could share the best global practices in volunteer projects at all kinds of sports events. In order to do this, all the values of university sport of excellence, teamwork, innovation, joy of sport and integrity are promoted.

Alongside the Academy sessions, young leaders are set with a group project that they present to an evaluation panel of sports officials. In recent editions, Academy participants centred their work on how to further the University Sport Movement on their campuses and communities through the International Day of University Sport (IDUS), a FISU initiative endorsed by the United Nations Educational, Scientific & Cultural Organisation (UNESCO).

The benefits for Academy participants go beyond the practical, educational and cultural, with the top attendees earning additional elite internship and scholarship opportunities.

## 7.1. PROTOCOL INFORMATION

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### 7.1.1. Official Country Denomination

For all official communication, events (opening and closing ceremonies, medal ceremonies, sport information, etc.), the official FISU country names must be used. For more details, please refer to the FISU country protocol order<sup>16</sup>.

### 7.1.2. Organising Committee Ceremonies and Protocol Organisational Structure

Due to the size of the event, it is recommended that one member of the Organising Committee (OC) staff follows all ceremonies and protocol matters to facilitate communication with the different client groups and the FISU General Secretariat.

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<sup>16</sup> See [Annexe 12.4](#)

### 7.1.3. Flags

Flags of all countries must respect their original design as presented in the FISU Flag Guidelines. All flags must be presented to FISU for approval at the latest three months prior to the FISU Volunteer Leaders Academy and in any case before the production of the full set.

FISU Protocol flags must respect the guidelines described in the FISU Brand Book and FISU Flag Guidelines.

Flags must all have the same size and shape. The only exceptions stand for the Nepalese and Swiss flags, which must respect their original shape and shall not be placed on a white background.

#### 7.1.3.1. Handling of Flags

FISU kindly asks the Organising Committee and all partners to respect the protocol etiquette when handling flags:

- All flags should be treated with respect and dignity
- Flags should be folded<sup>17</sup> when carried to and from flagpoles
- Flags should be raised briskly and lowered ceremoniously
- No flag should be smaller than another in the same display
- Flags should be securely fastened so as not to fall
- Flags should never touch the ground
- The flag should always be flown as close as possible to the top of the mast, tightly secured
- When a flag visibly deteriorates, it should be replaced with a new one

#### 7.1.3.2. Sets

The protocol set of flags must contain:

1. FISU
2. Organising country
3. Organising Committee
4. National University Sports Federation (host country)

The two following flags may be added to the protocol set upon prior request to the FISU General Secretariat:

5. City/Region
6. City/Region

*For information on the display of protocol flags, please refer to [Annexe 12.3](#).*

## 7.2. INVITATIONS

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For the FISU Volunteer Leaders Academy, an official invitation must be prepared as explained in the FISU Brand Book and shall be delivered to all FISU Member Associations one year prior to the event to ensure participation.

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<sup>17</sup> Except for the FISU Flag at the opening ceremony.



Where the content must follow the guidelines provided by FISU, the design of the invitation is at the liberty of the Organising Committee. The invitation must be submitted to the FISU General Secretariat for approval prior to production, but at the latest one month before they are sent. The list of invited FISU Member Associations and templates of invitation are provided by the FISU General Secretariat.

### 7.2.1. FISU Family and FISU Guests

Invitations to the members of FISU Family and FISU Guests concerned are sent out and followed up by FISU. The attendance lists are shared with the OC on a regular basis starting from six months before the event. Due to last minute changes this list can be updated even during the event.

### 7.2.2. Continental/National University Sports Federations

Each CUSF and NUSF is invited by the OC to nominate one volunteer who will represent his/her NUSF/CUSF.

### 7.2.3. Other Guests

Guests attending the FISU Volunteer Leaders Academy are mainly speakers and moderators who shall be invited by the OC after coordination with and approval of the FISU General Secretariat. Once the list is approved, the OC shall invite the concerned guests.

*For examples of invitations, please refer to [Annexe 12.8](#).*

## 7.3. VIP HOSPITALITY

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### 7.3.1. Welcome Services

Effective and warm welcome services should be organised at the official point(s) of arrival.

It is recommended to have the relevant attaché / volunteer greeting the VIPs upon their arrival and escort them to the accommodation site. Depending on time of arrival, the attachés can also meet the VIPs at the hotel the day after.

A welcome package must be prepared in advance and presented upon check-in and include the following information:

- **Accreditation:** location of the accreditation centre and the procedure. It is suggested to have the attachés assist the VIPs throughout their accreditation process
- **Accommodation:** conditions of stay, cost responsibilities, i.e. which expenses they have to bear personally (mini bar, meals, phone calls, hotel services) and which obligations fall on the Organising Committee (length of stay, procedure regarding meal vouchers, etc.). Clear information shall be given about the payment procedure regarding the expenses that will not be covered by the OC or FISU. It is the hotel's and VIP's obligation to make sure that full payment of extra expenses is settled before departure
- **Event programme:** sport programme, ceremonies as well as other social and cultural activities
- **Transportation:** services available during their stay (carpool, dedicated cars, shuttle buses, special buses, etc.), introduction on the designated driver (if any)
- **Departure:** procedure for the confirmation of their return flight or for any changes needed

### **7.3.2. VIP Accreditation**

Please refer to *Chapter 3.2* for more information regarding the FISU Family and FISU Guests group and attribution of VIP status, and to *Chapter 3.4* for more information regarding FISU Family and FISU Guests accreditation.

The OC is responsible for the accreditation and related VIP hospitality and services to the national guests and partners, as well as all officials and representatives from the foreign embassies/consulates based in that country.

### **7.3.3. Accommodation**

During the FISU Volunteer Leaders Academy (FVLA) most participants will be accommodated on the event's campus. FISU Guests, including speakers, will be the only ones accommodated in hotels outside of the campus.

Responsible persons must be appointed for each hotel in order to ensure the hospitality and protocol services, as well as the provision of information and publications related to the client groups.

### **7.3.4. Transportation**

During the event, all transfers must be organised for speakers, FISU Family and FISU Guests.

### **7.3.5. Receptions and Social Events**

For the FVLA, social events are usually related to the main protocolary moments of the event, namely the opening ceremony, the closing ceremony and the FISU Student Ambassadors ceremony.

At the FISU Student Ambassador ceremony, participants may be given FISU Student Ambassador status (with FISU Student Ambassador pin and diploma<sup>18</sup>), which grants them a series of roles and responsibilities for a certain period.

### **7.3.6. Venue VIP Services**

VIP areas, including the VIP lounges and VIP seats, shall be set up in the FVLA venues, with clear signage indicating the access and direction. A responsible person must be appointed to ensure the delivery of the venue VIP services. The VIP lounge should mostly be a lounge dedicated to the speakers, allowing them to prepare for their respective presentation.

As common practice, light food, refreshments and various non-alcoholic beverages are provided in the VIP lounges at the expense of the OC, to express special hospitality to international and local VIPs and other guests.

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<sup>18</sup> The Organising Committee oversees the production.

## 7.4. VENUE PROTOCOL

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### 7.4.1. Flags

For the main venue and all official ceremonies, the Organising Committee must provide all flags (FISU, host country, OC, host NUSF, participating countries) at its own cost. The design of flags must follow the FISU Flag Guidelines. Some flags have special requirements in terms of style or size. FISU stays at the disposal of the OC for any questions regarding flags.

#### 7.4.1.1. Opening Ceremony

As part of the opening ceremony protocol, the OC must provide all protocol flags, including an oversized FISU Flag<sup>19</sup>, as well as the flags of all participating countries. The dimension and design of all the flags must be approved by FISU prior to their production. The flags of all countries participating must be hung horizontally in the auditorium in the FISU country protocol order<sup>20</sup> with the flag of the host country placed last.

#### 7.4.1.2. Closing Ceremony

The protocol is similar to the opening ceremony; please refer to chapter 7.4.1.1 for more information.

### 7.4.2. Seating

Venue seating requires a specific setup and careful planning, especially for the welcoming and assistance of guests.

#### 7.4.2.1. Plenary Sessions

It is essential that during all events, signs clearly indicate the different restricted zones, such as the VIP area.

#### 7.4.2.2. Opening and Closing Ceremonies

Careful planning is required to ensure enough seating for various accredited client groups, e.g. participants, FISU Family, FISU Guests, etc. The seating plan must be presented for FISU approval, and FISU will define the VIP and VVIP zones together with the OC.

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<sup>19</sup> Size to be defined between the FISU General Secretariat and the OC. This regards the FISU Flag that will be hoisted during the opening and closing ceremonies. Host country national flag can be of the same size but not bigger.

<sup>20</sup> See [Annexe 12.4](#)

## 7.5. CEREMONIES

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### 7.5.1. Opening and Closing Ceremonies

#### 7.5.1.1. Protocol Rundown

##### Opening ceremony

The opening ceremony will be staged observing the following mandatory protocol:

- The national anthem of the host country is played, and the flag is raised
- Presentation of participating countries (with optional march pass)
- The President of the Organising Committee or his/her representative gives a welcome speech lasting a maximum of three minutes
- The FISU President or his/her representative gives a speech lasting a maximum of three minutes and then invites the highest authority of the host country present at the event to announce the opening of the FISU Volunteer Leaders Academy (FVLA)
- The highest authority of the host country declares the FVLA open
- Playing of the FISU Anthem and raising of the FISU Flag
- Cultural programme

##### Closing ceremony

The closing ceremony will be staged observing the following mandatory protocol:

- The national anthem of the host country is played
- Delivery of the diplomas and pins to the newly nominated FISU Student Ambassadors by the FISU President and/or a special guest
- Delivery of the diplomas to the speakers
- The student representative or his/her representative gives a closing speech lasting a maximum of three minutes
- The President of the OC or his/her representative gives a closing speech lasting a maximum of three minutes
- The FISU President or his/her representative gives a closing speech lasting a maximum of three minutes
- Playing of the FISU Anthem and lowering of the FISU Flag
- Cultural programme/video

#### 7.5.1.2. March Pass

With respect to the march pass, the delegations will march in the FISU country protocol order<sup>21</sup>, or in the host country's language alphabetical order (subject to approval by FISU), with the host country marching last. The flags of participating delegations, as well as the placards, will be provided by the OC and will all be of the same size.

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<sup>21</sup> See [Annexe 12.4](#)

## **Flags**

All flags must be of the same size and respect the official design as presented in the FISU Flag Guidelines. Flag designs must be presented to FISU for approval three months prior to the event, or at the latest before they are sent for production. All flags will be checked once again by FISU three days prior to the opening ceremony for final approval.

In regard to the closing ceremony, the same flags can be used again.

## **Placards**

The use of placards for FVLA is optional, nevertheless, may they be used, they shall follow the below requirements.

The placards displaying the country names shall include the following information:

- Full name of the country in English<sup>22</sup>
- Full name of the country in the host country's official language
- FISU Logo
- OC Logo

The design of the placards is at the liberty of the OC but must be submitted to FISU for approval three months prior to the event. As for the flags the original placards will be checked by a representative of the FISU General Secretariat onsite three days prior to the ceremony.

### **7.5.1.3. Speeches**

During the ceremonies, all speeches must be presented or translated (orally or/and in writing – screen) in English.

The OC must transmit to FISU all the speeches planned during the ceremonies (including the text of the master of ceremony) at least one month prior to the ceremony and inform FISU of the deadline to receive the FISU speeches.

During the speeches, no symbol shall be shown on screens or on the stage, and nothing will be added for the viewers except for the speaker and/or the text of the speech.

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<sup>22</sup> See [Annexe 12.4](#)

## 7.6. DIPLOMAS

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For the FISU Volunteer Leaders Academy, official diplomas must be prepared by the Organising Committee as explained in the FISU Brand Book. Where the content must follow the guidelines provided by FISU, the design of the diplomas is at the liberty of the OC. The diplomas must be submitted to the FISU General Secretariat for approval prior to production.

Templates of diplomas are provided by the FISU General Secretariat.

The FISU Student Ambassadors will receive a diploma highlighting their appointment as such, confirming the term of their nomination during the closing ceremony.

The OC shall provide FISU with 30 hard blank copies and the template digital file in Word format of each produced diploma.

*For examples of diplomas, please refer to [Annexe 12.9](#).*



Top 3

Top 3

Awareness - 10

Integration - 25

Top 5



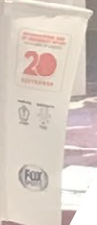
# FISU-NUSF SEMINAR

20-21 September 2019 NEW TAIPEI

INTERNATIONAL DAY OF UNIVERSITY SPORTS  
PROCLAIMED BY

20

NUSF  
SEMINAR



SINGAPORE



# 8. FISU-CUSF STRATEGIC DIALOGUES

The FISU-CUSF Strategic Dialogue aims at organising summits alongside CUSF General Assemblies, gathering national university sport leaders, policymakers, civil society and academics of a given continent in order to promote high-level dialogue, constructive debate and networking. This FISU-CUSF Strategic Dialogue must be based on the FISU Vision and Strategic Plan, accompanying the development of the University Sport Movement within the concerned territories.

## 8.1. PROTOCOL INFORMATION

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### 8.1.1. Official Country Denomination

For all official communication and events (opening and ceremonies, medal ceremonies, sport information, etc.), the official FISU country names must be used. For more details, please refer to the FISU country protocol order<sup>23</sup>.

### 8.1.2. OC Ceremonies and Protocol Organisational Structure

One member of the Organising Committee (OC) staff shall follow all ceremonies and protocol matters and liaise with the appointed contact at FISU and the concerned CUSF.

### 8.1.3. Flags

Flags of all countries must respect their original design as presented in the FISU Flag Guidelines. All flags must be presented to FISU for approval at the latest three months prior to the FISU-CUSF Strategic Dialogues and in any case before the production of the full set.

FISU Protocol flags must respect the guidelines described in the FISU Brand Book and FISU Flag Guidelines.

Flags must all have the same size and shape. The only exceptions stand for the Nepalese and Swiss flags, which must respect their original shape and shall not be placed on a white background.

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<sup>23</sup> See [Annexe 12.4](#)

### 8.1.3.1. Handling of Flags

FISU kindly asks the Organising Committee and all partners to respect the protocol etiquette when handling flags:

- All flags should be treated with respect and dignity
- Flags should be folded<sup>24</sup> when carried to and from flagpoles
- Flags should be raised briskly and lowered ceremoniously
- No flag should be smaller than another in the same display
- Flags should be securely fastened so as not to fall
- Flags should never touch the ground
- The flag should always be flown as close as possible to the top of the mast, tightly secured
- When a flag visibly deteriorates, it should be replaced with a new one

### 8.1.3.2. Sets

The protocol set of flags must contain:

1. FISU
2. Organising country
3. Continental University Sports Federation
4. National University Sports Federation (host country)

The two following flags may be added to the protocol set upon prior request to the FISU General Secretariat:

5. City/Region
6. City/Region

*For information on the display of protocol flags, please refer to [Annexe 12.3](#).*

## 8.2. INVITATIONS

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For all FISU-CUSF Strategic Dialogue events, an official invitation must be prepared as explained in the FISU Brand Book and shall be delivered to all CUSF's Member Associations to the event to ensure participation.

Where the content must follow the guidelines provided by FISU, the design of the invitation is at the liberty of the Organising Committee. The invitation must be submitted to the FISU General Secretariat for approval prior to production but at the latest one month before they are sent.

### 8.2.1. FISU Family and FISU Guests

Invitations to all members of FISU Family and FISU Guests are sent out and followed up by the respective CUSF and the OC.

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<sup>24</sup> Except for the FISU Flag at the opening ceremony.

### 8.2.2. National University Sports Federations

The FISU-CUSF Strategic Dialogues take place in parallel to the General Assembly of the respective CUSFs. The Strategic Dialogue shall be included within the CUSF General Assembly programme and consequently, the concerned CUSF shall invite its Member Associations to both the General Assembly and the FISU-CUSF Strategic Dialogue.

### 8.2.3. Other Guests

When needed, other guests will be invited by FISU or the OC (with the approval of FISU). Those guests can be speakers, authorities, etc.

*For examples of invitations, please refer to [Annexe 12.8](#).*

## 8.3. VIP HOSPITALITY

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### 8.3.1. Welcome Services

Effective and warm welcome services should be organised at the official point(s) of arrival.

A welcome package must be prepared in advance and presented upon check-in and include the following information:

- **Accreditation:** location of the accreditation centre and the procedure. It is suggested to have the attachés assist the VIPs throughout their accreditation process
- **Accommodation:** conditions of stay, cost responsibilities, i.e. which expenses they must bear personally (mini bar, meals, phone calls, hotel services) and which obligations fall on the Organising Committee (length of stay, procedure regarding meal vouchers, etc.). Clear information shall be given about the payment procedure regarding the expenses that will not be covered by the OC or FISU. It is the hotel's and VIP's obligation to make sure that full payment of extra expenses is settled before departure
- **Event programme:** ceremonies as well as other social and cultural activities
- **Transportation:** services available during their stay (carpool, dedicated cars, shuttle buses, special buses, etc.), introduction on the designated driver (if any)
- **Departure:** procedure for the confirmation of their return flight or for any changes needed

### 8.3.2. VIP Accreditation

Please refer to [Chapter 3.2](#) for more information regarding the FISU Family and FISU Guests group and attribution of VIP status, and to [Chapter 3.4](#) for more information regarding FISU Family and FISU Guests accreditation.

### 8.3.3. Accommodation

FISU Family and FISU Guests shall be accommodated in the event's main hotel. The OC shall provide all information, local assistance, transportation, and medical assistance accordingly.

Responsible persons must be appointed for each FISU Hotel, in order to ensure the hospitality and protocol services, as well as the provision of information and publications related to the client groups.

### 8.3.4. Transportation

The OC provides transportation services for FISU Family members, as well as their baggage and office equipment during their entire stay at the FISU-CUSF Strategic Dialogue event.

If some VIPs are coming with their own car, the OC shall provide these cars with a special Vehicle Access and/or Parking Permit (VAPP) allowing them in the same dedicated zone or area as the cars provided by the organisation.

### 8.3.5. Receptions and Social Events

The OC must provide its list of planned receptions and social events within one month before the event starts. The OC shall inform FISU may one of the FISU Family representative be asked to play an active role in one or more of those events (speech, gift exchange, etc.).

### 8.3.6. Venue VIP Services

VIP areas, including the VIP lounges and VIP seats, should be set up in the venue, with clear signage indicating the direction and access. A responsible person must be appointed to ensure the delivery of the venue VIP services.

As common practice, light food, refreshments and various non-alcoholic beverages are provided in the VIP lounges at the expense of the OC, to express special hospitality to international and local VIPs and other guests.

In collaboration with other services, the OC should provide reserved car parks for VIPs. If necessary, parking spaces must be reserved for the awarders.

## 8.4. VENUE PROTOCOL

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### 8.4.1. Flags

For the main venue and all official ceremonies, the Organising Committee must provide all flags (FISU, host country, host CUSF, host NUSF, member countries) at its own cost. The design of flags must follow the FISU Flag Guidelines. Some flags have special requirements in terms of style or size. FISU stays at the disposal of the OC for any questions regarding flags.

#### 8.4.1.1. Opening Ceremony

As part of the opening ceremony protocol, the OC must provide all protocol flags, including an oversized FISU Flag, an oversized CUSF flag as well as the flags of all participating countries. The dimension and design of all the flags must be approved by FISU prior to their production. The flags of all countries participating must be hung horizontally in the auditorium in the FISU country protocol order<sup>25</sup> with the flag of the host country placed last.

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<sup>25</sup> See [Annexe 12.4](#)

#### 8.4.1.2. Closing Ceremony

As part of the opening ceremony protocol, the OC must provide all protocol flags, including an oversized FISU Flag, an oversized CUSF flag as well as the flags of all participating countries. The dimension and design of all the flags must be approved by FISU prior to their production. The flags of all countries participating must be hung horizontally in the auditorium in the FISU country protocol order<sup>26</sup>, with the flag of the host country placed last.

#### 8.4.2. Seating

Venue seating requires specific setup and careful planning, especially for the welcoming and assistance of guests.

##### 8.4.2.1. Plenary Sessions

It is essential that during all events, signs clearly indicate the different restricted zones, such as the VIP area.

##### 8.4.2.2. Opening and Closing Ceremonies

Careful planning is required to ensure enough seating for various accredited client groups, e.g. delegations, FISU Family, FISU Guests, etc. The seating plan must be presented to FISU for approval, and FISU will define together with the concerned CUSF and the OC the VIP and VVIP zones.

## 8.5. CEREMONIES

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### 8.5.1. Opening and Closing Ceremonies

#### 8.5.1.1. Protocol Rundown

##### Opening ceremony

The opening ceremony will be staged observing the following mandatory protocol:

- VIP Introduction
- The President of the host NUSF gives a welcome speech lasting a maximum of three minutes
- The President of the CUSF gives a welcome speech lasting a maximum of three minutes
- The FISU President or his representative gives a speech lasting a maximum of three minutes and invites the highest authority of the host country present at the event to announce the opening of the FISU-CUSF Strategic Dialogue
- The highest authority of the host country declares the FISU-CUSF Strategic Dialogue open

<sup>26</sup> See [Annexe 12.4](#)

## Closing ceremony

The closing ceremony will be staged observing the following mandatory protocol:

- The moderator introduces the conclusions of the FISU-CUSF Strategic Dialogue
- The President of the CUSF gives a closing speech lasting a maximum of three minutes
- The FISU President or his representative gives a closing speech lasting a maximum of three minutes and declares the event closed

### 8.5.1.2. Speeches

During the ceremonies, all speeches must be presented or translated (orally or/and in writing – screen) in English.

The Organising Committee must transmit to FISU all the speeches planned during the ceremonies (including the text of the master of ceremony) at least one month prior to the ceremony and inform FISU of the deadline to receive the FISU speeches.

During the speeches, no symbol shall be shown on screens or on the stage, and nothing will be added for the viewers except for the speaker and/or the text of the speech.

## 8.6. DIPLOMAS

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For the FISU-CUSF Strategic Dialogue event, official diplomas must be prepared by the Organising Committee as explained in the FISU Brand Book. Where the content must follow the guidelines provided by FISU, the design of the diplomas is at the liberty of the OC. The diplomas must be submitted to the FISU General Secretariat for approval prior to production.

Templates of diplomas are provided by the FISU General Secretariat.

All accredited participants will receive a Diploma of Participation.

Diplomas are distributed by the OC to each participant during the CUSF General Assembly.

The OC shall provide FISU with 30 hard blank copies and the template digital file in Word format of each produced diploma.

*For examples of diplomas, please refer to [Annexe 12.9](#).*

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ING THE FUTURE BY SHARING  
23-24TH MARCH 2019







# 9. FISU WORLD UNIVERSITY CHAMPIONSHIPS

Having the Summer and Winter editions of the FISU World University Games (FISU Games) every other year was not enough for university sports enthusiasts and competitors. With this in mind, the International University Sports Federation (FISU) launched the FISU World University Championships (FISU Championships) in 1963. Today, the FISU Championships season takes place during every even-numbered year, thus filling the gap in the international university sports calendar between the two FISU Games.

The FISU World University Championships are either single sport or small cluster events, and thus give cities, and often universities, the chance to host a major international sports event with minimum cost and complexity.

## 9.1. PROTOCOL INFORMATION

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### 9.1.1. Official Country Denomination

For all official communication and events (opening and closing ceremonies, medal ceremonies, sport information, etc.), the official FISU country names must be used. For more details, please refer to the FISU country protocol order<sup>27</sup>.

### 9.1.2. Organising Committee Ceremonies and Protocol Organisational Structure

Due to the size of the event, it is recommended that one member of the Organising Committee (OC) staff follows all ceremonies and protocol matters to facilitate communication with the different client groups and FISU.

### 9.1.3. Flags

Flags of all countries must respect their original design as presented in the FISU Flag Guidelines. All flags must be presented to FISU for approval at the latest three months prior to the FISU Championships and in any case before the production of the full set.

FISU Protocol flags must respect the guidelines described in the FISU Brand Book and FISU Flag Guidelines.

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<sup>27</sup> See [Annexe 12.4](#)

Flags must all have the same size and shape. The only exceptions stand for the FISU Flag for the opening and closing ceremonies which shall be oversized <sup>28</sup>, and for the Nepalese and Swiss flags which must respect their original shapes and shall not be placed on a white background.

#### 9.1.3.1. Handling of Flags

FISU kindly asks the Organising Committee and all partners to respect the protocol etiquette when handling flags:

- All flags should be treated with respect and dignity
- Flags should be folded<sup>29</sup> when carried to and from flagpoles
- Flags should be raised briskly and lowered ceremoniously
- No flag should be smaller than another in the same display
- Flags should be securely fastened so as not to fall
- Flags should never touch the ground
- The flag should always be flown as close as possible to the top of the mast, tightly secured
- When a flag visibly deteriorates, it should be replaced with a new one

#### 9.1.3.2. Sets

The protocol set of flags must contain:

1. FISU
2. Organising country
3. Organising Committee
4. National University Sports Federation (host country)
5. International Federation(s) (in sport venues)

The two following flags may be added to the protocol set upon prior request to the FISU General Secretariat:

6. City/Region
7. City/Region

*For information on the display of protocol flags, please refer to [Annexe 12.3](#).*

## 9.2. INVITATIONS

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For all FISU Championships, an official invitation must be prepared as explained in the FISU Brand Book and shall be delivered to all FISU Member and non-Member Associations one year prior to the event to ensure participation.

Where the content must follow the guidelines provided by FISU, the design of the invitation is at the liberty of the Organising Committee. The invitation must be submitted to the FISU General Secretariat for approval prior to production but at the latest one month before they are sent.

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<sup>28</sup> Size to be defined between the FISU General Secretariat and the OC. Host country national flag can be of the same size but not bigger.

<sup>29</sup> Except for the FISU Flag at the opening ceremony.

The list of invited FISU Member and non-Member Associations and templates of invitation is provided by the FISU General Secretariat.

### 9.2.1. FISU Family and FISU Guests

Invitations to all members of FISU Family and FISU Guests are sent out and followed up by FISU. The attendance lists are shared with the OC on a regular basis starting from six months before the event. Due to last minute changes, this list can be updated even during the event.

### 9.2.2. Other Guests

When needed, other guests will be invited by FISU or the OC (with the approval of FISU). Those guests can be speakers, authorities, etc.

*For examples of invitations, please refer to [Annexe 12.8](#).*

## 9.3. VIP HOSPITALITY

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### 9.3.1. Welcome Services

Effective and warm welcome services should be organised at the official point(s) of arrival. Arrivals must be facilitated as much as possible, for example, by using dedicated lanes for immigration, using tags and separate collection points for luggage and by providing directions to the relevant transportation system for next transfers.

It is recommended to have the relevant attaché / volunteer greeting the VIPs upon their arrival and escort them to the accommodation site. Depending on time of arrival, the attachés can also meet the VIPs at the hotel the day after.

A welcome package must be prepared in advance and presented upon check-in, and include the following information:

- **Accreditation:** location of the accreditation centre and the procedure. It is suggested to have the attachés assist the VIPs throughout their accreditation process
- **Accommodation:** conditions of stay, cost responsibilities, i.e. which expenses they must bear personally (mini bar, meals, phone calls, hotel services) and which obligations fall on the Organising Committee (length of stay, procedure regarding meal vouchers, etc.). Clear information shall be given about the payment procedure regarding the expenses that will not be covered by the OC or FISU. It is the hotel's and the VIP's obligation to make sure that full payment of extra expenses is settled before departure
- **Event programme:** sport programme, ceremonies as well as other social and cultural activities
- **Transportation:** services available during their stay (carpool, dedicated cars, shuttle buses, special buses, etc.), introduction on the designated driver (if any)
- **Departure:** procedure for the confirmation of their return flight or for any changes needed

### 9.3.2. VIP Accreditation

Please refer to *Chapter 3.2* for more information regarding the FISU Family and FISU Guests group and attribution of VIP status, and to *Chapter 3.4* for more information regarding FISU Family and FISU Guests accreditation.

The OC is responsible for the accreditation and related VIP hospitality and services to the national guests and partners, as well as all officials and representatives from the foreign embassies/consulates based in that country.

### 9.3.3. Accommodation

The hotels dedicated to FISU Family and FISU Guests are called the FISU Hotels. The OC is responsible for providing local assistance and transportation, as well as medical assistance to FISU Family and FISU Guests during the entire period of their stay for the FISU Championships.

Responsible persons must be appointed for each FISU Hotel to ensure the hospitality and protocol services, as well as the provision of information and publications related to the client groups.

### 9.3.4. Transportation

The OC provides transportation services for FISU Family members, as well as their baggage and office equipment during their entire stay at the FISU Championships. Due to different needs, some FISU Family members may have to arrive earlier or depart later than the regular event period. In such case, full transportation service must be secured so that FISU Family members concerned can well carry on their missions.

If some VIPs are coming with their own car, the OC shall provide these cars with a special Vehicle Access and/or Parking Permit (VAPP), allowing them in the same dedicated zone or area as the cars provided by the organisation.

### 9.3.5. Receptions and Social Events

The OC must provide to the FISU General Secretariat its list of planned receptions and social events within three months before the event starts.

When approving the programme, FISU gives priority to:

- FISU
- The Organising Committee
- The authorities of the host university (political, sports or academic authorities)

Usually during FISU World University Championships several receptions are organised, where the OC and the FISU General Secretariat should be in close contact. The OC must inform the FISU General Secretariat about the presence of the highest local authorities at different locations and the protocol arrangements (security and gifts) in advance.

For the official receptions of the OC, the OC shall provide the invitation in written, well in advance, indicating the host, location, date and time, transportation organisation, as well as specifications regarding the attire.

A farewell party is usually organised on the occasion of the FISU Championships.

### 9.3.6. Venue VIP Services

As a common practice, light food, refreshments, and various non-alcoholic beverages are provided in the VIP lounges at the expense of the OC to express special hospitality to international and local VIPs and other guests. The competition programme and the results of the event shall be made available to VIPs upon request.

When medal ceremonies are planned in the venue, the person responsible for the VIPs must work in close cooperation with the medal ceremony team and be duly informed of his/her possible role in assisting the VIP invited to attend the ceremony.

In collaboration with other services, the OC shall provide reserved car parks for awarders and VIPs.

## 9.4. VENUE PROTOCOL

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### 9.4.1. Flags

For venues and all official ceremonies, the Organising Committee must provide all flags (FISU, host country, OC, host NUSF, participating countries) at its own cost. The design of flags must follow the FISU Flag Guidelines. Some flags have special requirements in terms of style or size. FISU stays at the disposal of the OC for any questions regarding flags.

In terms of stock, the OC must have more than one flag for each participating country. This is because of the potential large number of competition venues and for the different venues in which the medal ceremonies might take place with the possibility of having more than one medallist from the same country on the podium.

As mentioned previously, all flags shall be acquired by the OC. Regarding International Federation flags, it is suggested that the OC contacts its National Federation of the relevant sport to discuss about the procurement of the needed flags.

#### 9.4.1.1. Opening Ceremony

As part of the opening ceremony protocol, the OC must provide all the protocol flags, including an oversized FISU Flag<sup>30</sup>, as well as the flags of all the participating countries. The design and dimension of all the flags must be approved by FISU at the latest three months prior to the event.

The flags of all countries participating must be hung horizontally in the venue in the FISU country protocol order<sup>31</sup>, with the flag of the host country placed last.

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<sup>30</sup> Size to be defined between the FISU General Secretariat and the OC. This regards the FISU Flag that will be hoisted during the opening and closing ceremonies. Host country national flag can be of the same size but not bigger.

<sup>31</sup> See [Annexe 12.4](#)

#### 9.4.1.2. Closing Ceremony

During the closing ceremony, the official FISU Flag will be handed over to the next OC of the FISU Championship concerned. The flag will be provided by the FISU General Secretariat.

For the flag passing during the closing ceremony, the FISU Flag must be hung on a flagpole and be lowered as part of the official protocol programme.

#### 9.4.1.3. Sport Venues

At all competition venues, official protocol and country flags shall be displayed outside and/or inside as explained below:

FLAGS	LOCATION AT VENUE	COMPETITION VENUES	TRAINING VENUES
Protocol	Outside	Compulsory	FISU & OC flags are compulsory
	Inside	Compulsory	Optional
Countries	Outside	Must be inside or outside	Optional
	Inside	Must be inside or outside	Optional

Flags shall always be hung respecting the official FISU country protocol order<sup>32</sup>.

#### 9.4.1.4. Accommodation and Meeting Venues

For the entire duration of the event, the FISU Flag and the OC flag must be displayed horizontally in front of the official FISU Headquarters hotel and any other official accommodation sites in which VIPs and VVIPs are accommodated.

### 9.4.2. Seating

Venue seating requires a specific setup and careful planning, especially for the welcoming and assistance of guests.

#### 9.4.2.1. Competitions

It is essential that during all events, signs clearly indicate the different restricted zones, such as the VIP area or the reserved accredited sections. Seats must be reserved in all venues and access to these seats must be controlled through the accreditation card/tickets (depends on policy approved between OC and FISU). A minimum of 15 seats should be reserved for FISU Family in the VIP area.

#### 9.4.2.2. Prime Events

For the semi-finals and finals in team sports, special arrangements shall be taken so as to increase the number of VIP seats and/or restrict access to the VIP zone. At least two seats shall be reserved for each finalist teams' country representatives or their political representatives. Among regular seats, the OC must reserve a sufficient number of seats for those delegations that have their teams playing in the matches. These seats must be clearly identified with the name/flag of the country. The number of seats will be determined between the OC and FISU. The bronze medal team participating in the medal ceremonies must have dedicated seats available for the final game.

<sup>32</sup> See [Annexe 12.4](#)

For individual sport finals, the seating plans described under Chapter 9.4.2.1 apply.

The distribution of VIP tickets will be prepared by the OC in cooperation with the FISU General Secretariat.

A minimum of 20 seats for all prime events should be reserved for FISU Family in the VIP area.

#### **9.4.2.3. Opening and Closing Ceremonies**

Careful planning is required to ensure enough seating for various accredited client groups, e.g. delegations, International Technical Officials, FISU Family and FISU Guests, etc. The seating plan must be presented for FISU approval at the latest one month prior to the event, and FISU will define together with the OC the VVIP and VIP zones.

Tickets for the opening and closing ceremonies should be delivered to the FISU General Secretariat no later than four days prior to the ceremonies.

## **9.5. CEREMONIES**

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### **9.5.1. Opening and Closing Ceremonies**

Opening and closing ceremonies are required for all FISU Championships and must have a balanced programme in terms of duration between the cultural programme and the formal protocol content.

The detailed programme of the ceremonies shall be provided to FISU for approval at the latest three months before the ceremonies. This includes all transportation, access and security details for all client groups along with information on possible receptions planned before and/or after the ceremonies (see *Chapter 9.3.5* for more information). In addition, the transportation plan and procedure for the VVIPs, FISU CISCA members and FISU Guests shall be provided. The plan and procedure shall be coordinated with the FISU General Secretariat.

For the FISU World University Championships, during the General Technical Meeting (GTM) information regarding all ceremonies shall be addressed (procedures, transportation, timing, meals, etc.).

### 9.5.1.1. Protocol Rundown

#### Opening ceremony

The opening ceremony will be staged observing the following mandatory protocol:

- The Organising Committee announces the start of the opening ceremony (two minute programme)
- March pass of participating countries. Each delegation will be preceded by a placard displaying its name and accompanied by its flag
- Playing of the national anthem of the host country and hoisting of the flag of the host country
- One representative of the OC gives a welcome speech lasting a maximum of three minutes
- The FISU President or his/her representative gives a speech lasting a maximum of three minutes and invites the highest authority of the host country present to declare the FISU World University Championship open
- The highest authority present of the host country or his/her representative declares the FISU World University Championship open
- Arrival of the FISU Flag
- Playing of the FISU Anthem and hoisting of the FISU Flag
- Oaths (the athlete and Technical Official must be of different gender)
  - Oath of athletes: one English-speaking athlete chosen by the host country pronounces the following oath in English:

*“On behalf of all the student athletes, I promise that we shall take part in the FISU World University Championship, respecting and abiding by the rules which govern it, committing ourselves to a sport without doping and without drugs, in the true spirit of sportsmanship, fair-play, for the glory, for the honour of our teams and for the achievement of International University Sport Movement”*

- Oath of Technical Officials: one English-speaking Technical Official chosen by the host country pronounces the following oath in English:

*“In the name of all the Technical Officials, I promise that we shall officiate in the FISU World University Championship with complete impartiality, respecting and abiding by the rules which govern it, in true spirit of fair play”*

- Cultural programme

#### Closing ceremony

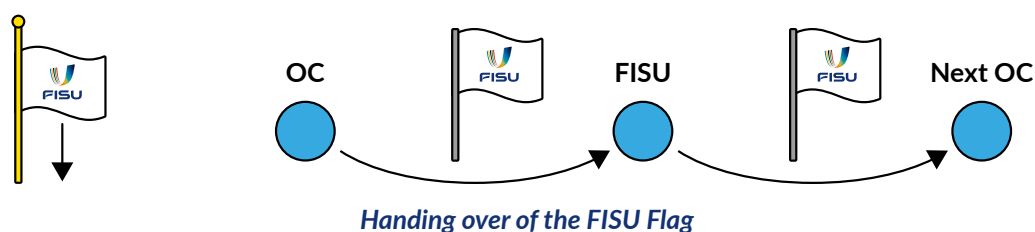
The closing ceremony can be organised as a full ceremony or included in a farewell dinner.

The closing ceremony will be staged observing the following mandatory protocol:

- The OC announces the start of the closing ceremony (two minute programme)
- Entrance of the flags of the participating countries
- Playing of the national anthem of the host country



- The President of the OC or his/her representative gives a closing speech lasting a maximum of three minutes
- The FISU President or his/her representative gives a closing speech lasting a maximum of three minutes and declares the closure of the FISU World University Championship
- Playing of the FISU Anthem and lowering of the FISU Flag
- Handing over of the FISU Flag to the highest authority of the next host
- Presentation of the next FISU World University Championship “Sport”, which includes a speech from the next organiser’s highest authority present. Presenter shall be the same than for the flag handover
- Cultural programme



#### 9.5.1.2. March Pass

With respect to the march pass, the delegations will march in the FISU country protocol order<sup>33</sup> or in the host country’s language alphabetical order (subject to approval by FISU), with the host country marching last. The flags of participating delegations, as well as the placards, will be provided by the OC and will all be of the same size.

#### Information to delegations

The OC is responsible for informing all participants and to control the smooth running of the march pass. The following information is to be shared with the participating FISU Member and non-Member Associations in pre-event documentations and repeated during the General Technical Meeting:

OPENING CEREMONY	CLOSING CEREMONY
Bags, sport equipment are strictly prohibited	
Only phones and cameras are allowed	
Marching athletes and delegation officials must wear their official delegation uniform (dressing up is not permitted)	
Banners are forbidden (and will be seized)	
Delegations can only carry their own country flag	
Only (fully accredited) delegation members can take part in the march pass <sup>34</sup>	
	“Thank you” banners are allowed, but must be submitted to FISU for approval four days prior to the closing ceremony

<sup>33</sup> See [Annexe 12.4](#)

<sup>34</sup> Delegation attachés are not entitled to march with the delegations.

## Flags

All flags must be of the same size and respect the official design as presented in the FISU Flag Guidelines. Flag designs must be presented for approval to FISU three months prior to the event or at the latest before they are sent for production. All flags will be checked once again by FISU two days prior to the opening ceremony for final approval.

In regard to the closing ceremony, the same flags can be used again.

## Placards

The placards displaying the country names shall include the following information:

- Full name of the country in English<sup>35</sup>
- Full name of the country in the host country's official language (optional)
- FISU Logo
- OC Logo

The design of the placards is at the liberty of the OC but must be submitted to FISU for approval three months prior to the event. As for the flags, the original placards will be checked by a representative of the FISU General Secretariat onsite two days prior to the ceremony.

### **9.5.1.3. Speeches**

During the ceremony, all speeches must be presented or translated (orally or/and in writing – screen) in English.

The OC must transmit to FISU all the speeches planned during the ceremonies (including the master of ceremony) at least one month prior to the ceremony and inform FISU of the deadline to receive the FISU speeches.

During the speeches, no symbol will be shown on screens or on the stage, and nothing will be added for the viewers, except for the speaker and/or the text of the speech.

### **9.5.2. Teams Presentation**

In a certain number of team sports, it is a tradition to introduce the teams to each other before the game starts. FISU allows the display of the country flags on the field, as well as of any other banner that is of tradition for the concerned International Federation (IF). National anthems that are usually played must be replaced with the FISU Anthem<sup>36</sup>.

All team presentation rundowns must be submitted to FISU for approval at the latest three months prior to the event. FISU might be able to provide rundown templates to the OC.

### **9.5.3. Flower Ceremonies**

According to the tradition of some sports (mainly snow sports) and IFs, flower ceremonies are held immediately at the very end of some events in the finish area without a podium and backdrop. The podium is replaced by a lightweight and mobile structure (ex. V board, picture hereinafter).

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<sup>35</sup> See [Annexe 12.4](#)

<sup>36</sup> FISU Anthem is just played once for both teams at the same time.

Flower ceremonies are official ceremonies at FISU Championships, but they do not require any specific protocol to be followed. The protocol should be chosen by the OC after discussion with the FISU General Secretariat, as it is often subject to TV live broadcasting.

The OC is free to apply the same pattern than the procedure for the official medal ceremonies (the FISU Anthem will not be played) in accordance with the traditions of the IFs. The procedure and the equipment used shall be submitted to FISU for approval at the latest six months before the event.



*Flower ceremony - V board*

#### 9.5.4. Medal Ceremonies

Medal ceremonies are organised for all FISU Championships, to award medals to the top athletes.

The schedule, location and transportation plan regarding the medal ceremonies must be elaborated under FISU supervision and submitted for approval at the latest three months prior to the event.

The final detailed schedule of medal ceremonies should be provided by the OC one month prior to the beginning of the FISU Championships. In the case of any change of schedule, the FISU General Secretariat must be immediately informed as well as all other stakeholders (broadcasters, delegations, etc.).<sup>37</sup>

Rehearsals must be planned prior to the start of the FISU Championships, with the attendance of the FISU relevant representative and the complete awarding team. FISU representatives must be allowed to enter all areas of the venue.

<sup>37</sup> When scheduled right after the sport event, the medal ceremony has priority over doping control.

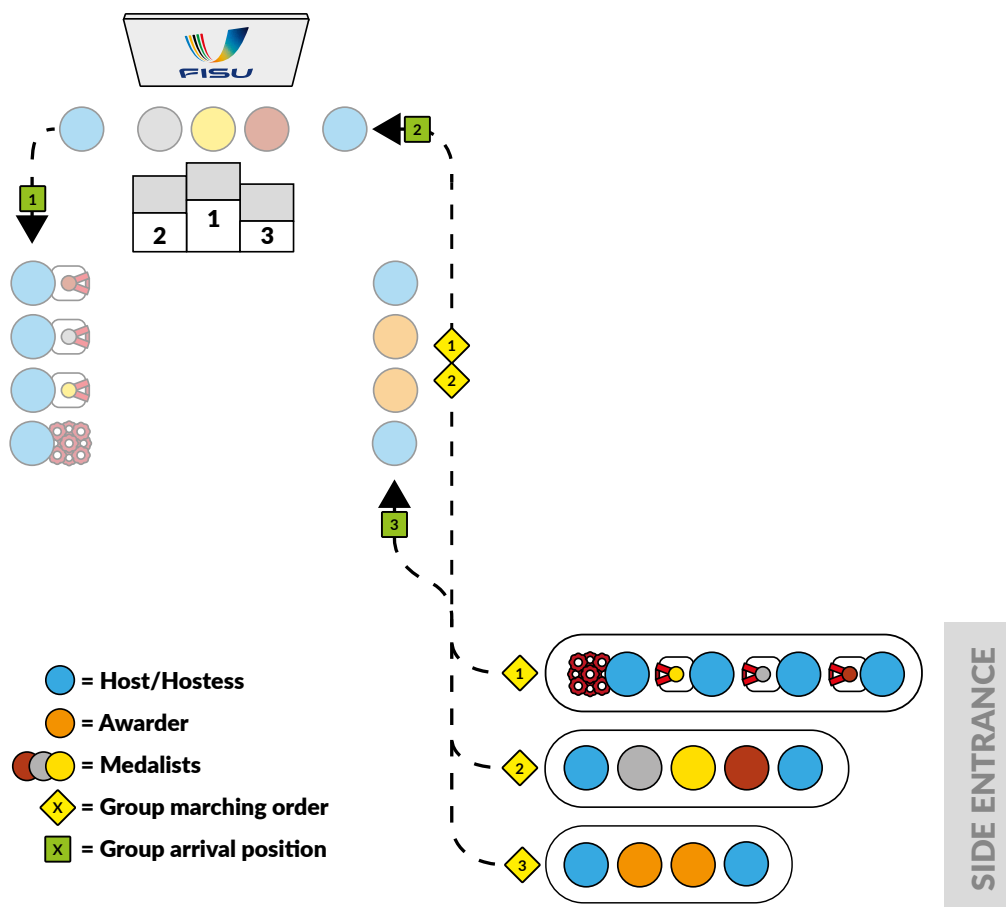
### 9.5.4.1. Protocol Rundown

For all medal ceremonies, the following protocol must be respected. Announcements shall always be in English first followed by the host country language if desired. For the detailed rundown and texts, please refer to Annexe 12.5.

- Speaker's first announcement (when all participants are ready to start)
- Marching music - Entrance music
- Entrance of the hosts/hostesses, awarders (FISU and OC authorities) and medallists

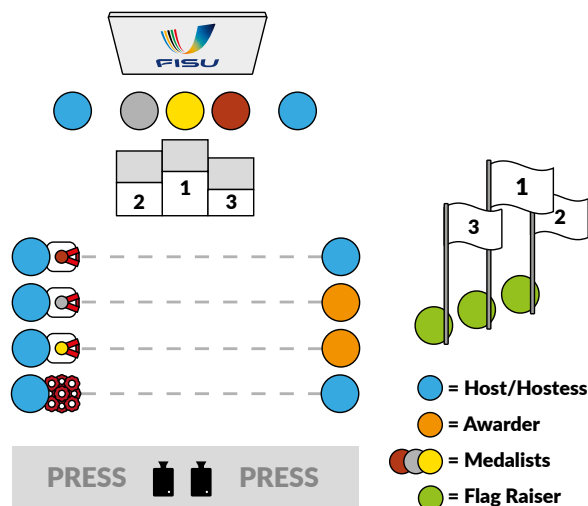
Example of entrance order when the entrance is from the side of the podium:

- The hosts/hostesses bearing the medals and flowers/mascots/gifts
- The hosts/hostesses for the medallists
- The silver medallist
- The gold medallist
- The bronze medallist
- The hosts/hostesses for the awarders
- The awarders for the medals and flowers/mascots/gifts



Position of the persons in the awarding area:

- The hosts/hostesses bearing the medals and flowers/mascots/gifts stand on the right of the podium
- The medallists with the hosts/hostesses stand behind the podium
- The awarders with the hosts/hostesses stand on the left of the podium



*Position in the awarding area*

The entrance order and the positions are to be decided between FISU and the OC. Indeed, the most important is the coherence of the order, taking the place of the podium and the location of the entrance into consideration.

- Awarding of the athletes
- Speaker's announcement for the start of the FISU Anthem
- FISU Anthem – Gaudeamus Igitur – and hoisting of the flags

All participants at the ceremonies are required to face the flags while they are being raised and the FISU Anthem is being played.

Official photographs of the medallists with and without awarders must be taken before they depart from the zone of the ceremony.

- Exit of the hosts/hostesses, awarders, and medallists

At the end of the performance of the FISU Anthem, the exit order is the following:

- The hosts/hostesses with the awarders
- The hosts/hostesses with the medallists
- The hosts/hostesses who bore the medals and flowers/mascots/gifts
- Speaker's final announcement

The above-mentioned procedure may be adapted in respect to each sport's awarding traditions and shall be reviewed by the FISU General Secretariat.

#### 9.5.4.2. Participants

##### Medallists

The OC must inform medallists and HoD of the location and time of the medal ceremonies, gather medallists and check their names and ranking in the official results, along with their nationality.

The medallists of each event must attend their respective medal ceremony.

In case one or two medallists are unable to attend, the medals and flowers/mascots/gifts are handed to an official of the relevant delegation. The official will attend the medal ceremony instead of the athlete. He/she must be dressed in the delegation's official outfit. He/she must not mount the podium but stand behind it. The awarders will hand the medal and flowers/mascot/gift over the podium. During the FISU Anthem, the delegation official stands behind the podium.

In case none of the medallists (athletes/teams) can be present, the ceremony is postponed. An alternative solution is agreed between FISU and the OC.

The medallists are expected to attend the ceremony in the uniforms they wore at the opening ceremony but are also allowed to attend the official ceremony wearing sports uniforms when the ceremony takes place immediately after the sport event.

The medallists are not allowed to take any university or national flag or any other national, cultural or religious symbol on the podium, and are expected to take off caps and sunglasses when receiving the medal – kept in hand throughout the ceremony (i.e. playing of the FISU Anthem and raising of the flags).

Medallists must remain at disposal of the media representatives after the medal ceremony.

##### Awarders

Awarders will be nominated by the OC and FISU separately. The OC shall provide the names of the OC representatives 48 hours before each ceremony to the FISU responsible and will be informed by FISU 24 hours in advance on the FISU awarders.

<b>SPORT EVENT</b>	<b>NUMBER OF AWARDERS PER EVENT</b>
Individual or team events	one FISU / one OC
Team sports	two FISU / two OC

Once confirmed, the awarders must be invited in writing respectively by the OC and FISU. The invitation shall enclose information such as the time and place of the ceremony and the contact details of the person in charge, in case of need.

A VIP area/zone shall be set up close to the awarding site, where awarders can meet, get briefed and prepared to enter the stage. If not already planned in the lay-out of the awarding site, it would be preferable that this area be indoor to provide a shelter against weather conditions (snow, rain, sun, etc.). The OC is advised to check the names, titles and functions of the authorities and relay this information to the speaker.

The OC shall invite the authorities to leave the VIP area/zone 10 minutes before the ceremony.

The dress code for all awarders must be decided between the OC and FISU at the latest one month prior to the start of the FISU Championship. The chosen dress code will be informed to all awarders in due time. For all medal ceremonies, the dress code must be respected by both FISU and the OC.

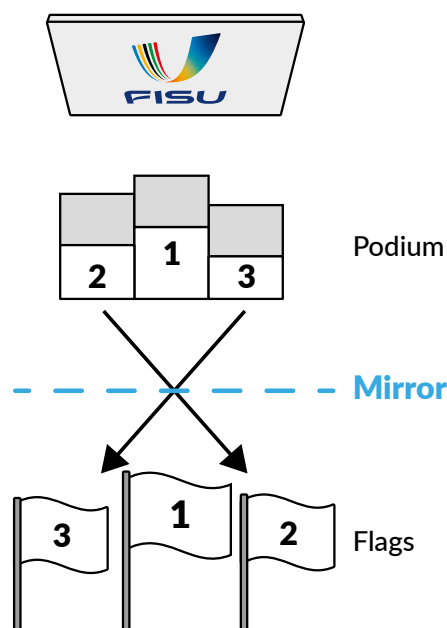
#### 9.5.4.3. Awarding Site

The site for the medal ceremony should be carefully planned, in collaboration with other functions, e.g. Venue Management, Broadcasting, Sports, etc.

Even though the design may vary depending on the events / sports, the awarding site shall include the following elements:

- **Podium:** See the FISU Brand Book
- **Backdrop:** The use of backdrops is to be confirmed with the FISU General Secretariat. The general idea is for podium backgrounds to be clean (no wall, etc.). For more information, see the FISU Brand Book

- **Raising of country flags:** One flagpole/ trapeze per athlete/couple/pair/team on the podium. The flagpole of the gold medallist must be higher than all others. In the event that the venue does not allow for the installation of flagpoles (i.e., indoor venues), the flags are raised on a trapeze rigged from the ceiling of the venue. In both situations, careful consideration needs to be given to the positioning of the flagpoles/trapeze so that the medallists are facing the flags as they are raised and that the flags are in their direct view. Flags shall be placed to mirror the ranking of the athletes on the podium



- **Media:** A delimited area in front of the podium must be reserved for media representatives, which must not interfere in the procedure of the ceremony and/or step inside the awarding area

Considering there may be a tie or two bronze medallists in some sports, the OC shall foresee the possibility to display more than one flag for each colour (bronze, silver, gold), as well as to the needs of adjusting the number and place of medallists on the podium. It is not allowed to hang two flags on the same pole or on top of each other on the same trapeze.

For the snow sports, given that the flower ceremonies are held on site just after the competitions, the medal ceremonies can take place in the evening of the day when the events were held, at a “medal plaza”, if agreed, taking into consideration the athletes’ accommodation venues and the distance to competition venues.

## 9.6. AWARDS

### 9.6.1. Medals

Medals must be awarded to the medallists of all the FISU Championships sport events on the day when it takes place.

The Organising Committee is responsible for the cost of all medals and other flowers/mascots/gifts<sup>38</sup>, the design of which must be approved by the FISU General Secretariat at the latest 12 months prior to the event.

#### 9.6.1.1. Design

Please refer to the FISU Brand Book for all information regarding the designing of the medals and lanyards.

#### 9.6.1.2. Quantity

The OC shall provide medals according to the number of medal events.

The medals shall be awarded as follows:



**First**  
Gold/Gold gilt medal



**Second**  
Silver/Silver gilt medal



**Third**  
Bronze medal

The number of medallists per event follows the regulations of each sport.

In specific sports, where required by the International Federation (IF) regulations, two bronze medals will be awarded. The detailed rules for this procedure will comply with the rules of the appropriate IF and will be confirmed by the FISU General Secretariat.

In most cases, the rule is:

Individual sports / Team events	Athletes/teams ranked one to three
Team sports	Teams ranked one to three



**Only athletes receive medals and take part in the medal ceremony.**

Any other interpretation of these rules shall be the decision of FISU.

The OC shall provide, before the start of all sport events, FISU with two additional sets<sup>39</sup> of medals to allow FISU to cope with any possible change in results as follows.

<sup>38</sup> The OC is to decide which of these items will be awarded to athletes.

<sup>39</sup> One set includes one gold, one silver and one bronze medal.



### 9.6.2. Specials Awards

- Awards in addition to medals may be made only upon FISU approval
- Special awards are distributed in several sports (best player, top scorer, fair play). FISU has respect for these traditions. An official request must be sent to the FISU General Secretariat for approval at the latest three months prior to the event. If approved, the design of the awards must be presented to FISU Marketing department prior to production

## 9.7. DIPLOMAS

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For all FISU Championships, official diplomas must be prepared by the Organising Committee as explained in the FISU Brand Book. Where the content must follow the guidelines provided by FISU, the design of the diplomas is at the liberty of the OC. The diplomas must be submitted to the FISU General Secretariat for approval prior to production, but at the latest three months prior to the FISU Championships.

Diplomas are not distributed to medallists at the medal ceremony. They are handed to the Head of Delegation, or an appointed representative of each delegation at the FISU Championships Village or hotel before the end of the FISU World University Championships.

Templates of diplomas are provided by the FISU General Secretariat.

The OC shall provide FISU with 10 hard blank copies and the template digital file in Word format of each produced diploma to allow FISU to cope with any possible change in results (e.g. further to doping control).

*For examples of diplomas, please refer to [Annexe 12.9](#).*

### **9.7.1. Diploma of Participation**

All accredited delegation members will receive a diploma.

### **9.7.2. Diploma of Honour**

For individual events, the first eight athletes will receive a diploma.

For team events/sports, athletes of the first eight teams at the FISU World University Championships will receive a personal diploma mentioning his/her name and the team ranking. One additional diploma is prepared for the team.

### **9.7.3. Diploma of Merit**

For team sports, the officials of medallist teams, that are mentioned on the match sheet of their respective final game, will be awarded with a diploma.

### **9.7.4. Diploma of FISU Record**

Individual athletes breaking an official FISU Record in a FISU Championships/Games/World Cups sport event will receive a diploma. The diploma is prepared by the FISU General Secretariat and sent to the NUSFs after the FISU Championships.

Team event athletes breaking an official FISU Record in a FISU Championships/Games/World Cups sport event will receive a personal diploma mentioning his/her name and the team's result. One additional diploma is prepared for the team. The diploma is prepared by the FISU General Secretariat and sent to the NUSFs after the FISU Championships.





Spalding  
3x3 BALL

8

FISU  
PAYAME NOOR  
UNIVERSITY

7

FISU  
HUAQI  
UNIVERSITY

协会  
China

约

# 10. FISU UNIVERSITY WORLD CUPS

The FISU University World Cups (FISU World Cups) are the university sport's newest event properties, created to complement the FISU World University Games and the FISU World University Championships. The cup embraces a university-versus-university format instead of national delegations, and thus are game-changers. Putting on university colours and competing amongst classmates at an international level is an experience that cannot be found anywhere else in sports. The FISU University World Cups have caught the imagination of students and universities alike.

The mission of the FISU University World Cups is to help bring ever more student-athletes into the fold; including those who might not otherwise have an opportunity to compete on the international university sports scene.

## 10.1. PROTOCOL INFORMATION

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### 10.1.1. Official Universities Denomination

#### 10.1.1.1. University Names

The official name of the universities is taken from the FISU Online Accreditation System.

#### 10.1.1.2. University Abbreviation Name

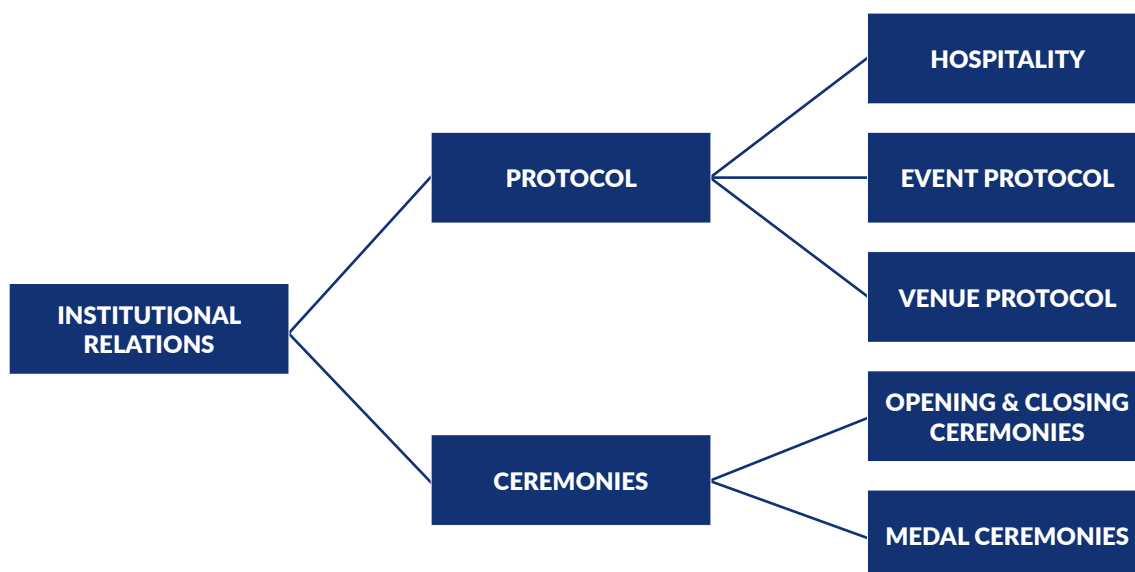
FISU will request each university to choose an abbreviation name with a maximum of eight letters. The FISU General Secretariat will provide these abbreviations to the Organising Committee (OC) and Media departments. The abbreviation names will be only used for TV graphics and in some special situations upon FISU's prior approval.

#### 10.1.1.3. Protocol Order

For all FISU University World Cups, the official university protocol order will be prepared by FISU. All universities registered in the FISU Online Accreditation System will be placed in English alphabetical order, with the host university coming last.

### 10.1.2. OC Ceremonies and Protocol Organisational Structure

To facilitate the preparation of the event, FISU recommends using the below organisational structure. It defines all Functional Areas involved in setting up the ceremonies and protocol and covers all related activities to be carried out.



### 10.1.3. Flags

For venues and all official ceremonies, the OC must provide all flags (FISU, host country, OC, universities, IF) at its own cost. All the flags must follow the requirements of the FISU Flag Guidelines.

All flags must be presented to FISU for approval at the latest three months prior to the FISU World Cups and in any case before the production of the full set.

FISU Protocol flags must respect the guidelines described in the FISU Brand Book and FISU Flag Guidelines.

Flags must all have the same size and shape. The only exception stands for the FISU Flag for the opening and closing ceremonies which shall be oversized<sup>40</sup>.

#### 10.1.3.1. Handling of Flags

FISU kindly asks the OC and all partners to respect the protocol etiquette when handling flags:

- All flags should be treated with respect and dignity
- Flags should be folded<sup>41</sup> when carried to and from flagpoles
- Flags should be raised briskly and lowered ceremoniously
- No flag should be smaller than another in the same display
- Flags should be securely fastened so as not to fall
- Flags should never touch the ground
- The flag should always be flown as close as possible to the top of the mast, tightly secured
- When a flag visibly deteriorates, it should be replaced with a new one

<sup>40</sup> Size to be defined between the FISU General Secretariat and the OC. Host country national flag can be of the same size but not bigger.

<sup>41</sup> Except for the FISU Flag at the opening ceremony.

### 10.1.3.2. Sets

The protocol set of flags must contain:

1. FISU
2. Organising country
3. Organising Committee
4. National University Sports Federation (host country)
5. Organising university (if applicable)
6. International Federation according to the IFs collaboration convention

The two following flags may be added to the protocol set upon prior request to the FISU General Secretariat:

7. City/Region
8. City/Region

*For information on the display of protocol flags, please refer to [Annexe 12.3](#).*

### 10.1.3.3. University Flags

The OC must use the institutional logo of the Universities<sup>42</sup> to produce the flags. These must consist of the university logo received from FISU and be printed on a white background. All logos of Universities shall be of the same size ratio (logo vs flag size). Please refer to the FISU Flag Guidelines for more information.

## 10.2. INVITATIONS

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For all FISU University World Cups<sup>43</sup>, an official invitation must be prepared as explained in the FISU Brand Book and shall be delivered to all FISU Member and non-Member Associations one year prior to the event to ensure participation.

Where the content must follow the guidelines provided by FISU, the design of the invitation is at the liberty of the Organising Committee. The invitation must be submitted to the FISU General Secretariat for approval prior to production but at the latest one month before they are sent.

The list of invited universities and templates of invitation is provided by the FISU General Secretariat.

### 10.2.1. FISU Family and FISU Guests

Invitations to all members of FISU Family and FISU Guests are sent out and followed up by FISU. The attendance lists are shared with the OC on a regular basis starting from six months before the event. Due to last minute changes, this list can be updated even during the event.

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<sup>42</sup> The logo is to be provided by the universities. This means only the logo of the university is accepted, no logo from sport clubs or sport faculties.

<sup>43</sup> Except for 3x3 Basketball, Football and Rugby Sevens for which invitations are based on the results of the CUSFs events.

### 10.2.2. Other Guests

When needed, other guests will be invited by FISU or the OC (with the approval of FISU). Those guests can be speakers, authorities, etc.

*For examples of invitations, please refer to [Annexe 12.8](#).*

## 10.3. VIP HOSPITALITY

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### 10.3.1. Welcome Services

Effective and warm welcome services should be organised at the official point(s) of arrival. Arrivals must be facilitated as much as possible, for example by using dedicated lanes for immigration, using tags and separate collection points for luggage and by providing directions to the relevant transportation system for next transfers.

It is recommended to have the relevant attaché greeting the VIPs upon their arrival and escort them to the accommodation site. Depending on time of arrival, the attachés can also meet the VIPs at the hotel next day.

A welcome package must be prepared in advance and presented upon check-in and include the following information:

- **Accreditation:** location of the accreditation centre and the procedure. It is suggested to have the attachés assist the VIPs throughout their accreditation process
- **Accommodation:** conditions of stay, cost responsibilities, i.e. which expenses they have to bear personally (mini bar, meals, phone calls, hotel services) and which obligations fall on the Organising Committee (length of stay, procedure regarding meal vouchers, etc.). Clear information shall be given about the payment procedure regarding the expenses that will not be covered by the OC or FISU. It is the hotel's and VIP's obligation to make sure that full payment of extra expenses is settled before departure
- **Event programme:** sport programme, ceremonies as well as other social and cultural activities
- **Transportation:** services available during their stays (carpool, dedicated cars, shuttle buses, special buses, etc.), introduction on the designated driver (if any)
- **Departure:** procedure for the confirmation of their return flight or for any changes needed

### 10.3.2. VIP Accreditation

Please refer to [Chapter 3.2](#) for more information regarding FISU Family and FISU Guests group and attribution of VIP status, and to [Chapter 3.4](#) for more information regarding FISU Family and FISU Guests accreditation.

The OC is responsible for the accreditation and related VIP hospitality and services to the national guests and partners as well as all officials and representatives from the foreign embassies/consulates based in that country.



### 10.3.3. Accommodation

The hotels dedicated to FISU Family and FISU Guests are called the FISU Hotels. The OC is responsible for providing local assistance and transportation as well as medical assistance to FISU Family and FISU Guests during the entire period of their stay for the FISU World Cups.

Responsible persons must be appointed for each FISU Hotel to ensure the hospitality and protocol services, as well as the provision of information and publications related to the client groups.

### 10.3.4. Transportation

The OC provides transportation services for FISU Family members, as well as their baggage and office equipment during their entire stay at the FISU World Cups. Due to different needs, some FISU Family members may have to arrive earlier or depart later than the regular event period. In such case, full transportation service must be secured so that FISU Family members concerned can well carry on their missions.

If some VIPs are coming with their own car, the OC shall provide these cars with a special parking, allowing them in the same dedicated zone or area as the cars provided by the organisation.

### 10.3.5. Receptions and Social Events

The OC must provide its list of planned receptions and social events to the FISU General Secretariat within three months before the event starts.

When approving the programme, FISU gives priority to:

- FISU
- The Organising Committee
- The authorities of the host university/country (political, sports or academic authorities)

Usually during a FISU World Cup several receptions are organised, and the OC and the FISU General Secretariat should be in close contact. The OC must inform in advance the FISU General Secretariat about the presence of the highest local authorities at different locations and the protocol arrangements (security and gifts).

For the official receptions of the OC, the OC shall provide the invitation in written, well in advance, indicating the host, location, date and time, transportation organisation, as well as specifications regarding the attire.

A Farewell Party is usually organised on the occasion of the FISU University World Cups.

### 10.3.6. Venue VIP Services

VIP areas, including the VIP lounges and VIP seats, shall be set up in the competition venues and other key venues of the FISU World Cups with clear signage indicating the direction and access. A responsible person must be appointed to ensure the delivery of the venue VIP services.

As common practice, light food, refreshments, and various non-alcoholic beverages are provided in the VIP lounges, at the expense of the OC to express special hospitality to international and local VIPs and other guests. The competition programme and the results of the event shall be made available to VIPs upon request.

When medal ceremonies are planned in the venue, the person responsible for the VIPs must work in close cooperation with the medal ceremony team and be duly informed of his/her possible role in assisting the VIP invited to attend the ceremony.

In collaboration with other services the OC shall provide reserved car parks for awarders and VIPs.

## **10.4. VENUE PROTOCOL**

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### **10.4.1. Flags**

For venues and all official ceremonies, the Organising Committee must provide all flags (FISU, host country, OC, host NUSF, host university (if applicable), participating universities, IF) at its own cost. The design of flags must follow the requirements of the FISU Flag Guidelines. Some flags have special requirements in terms of style or size. FISU stays at the disposal of the OC for any questions regarding flags.

In terms of stock, the OC must have more than one flag for each participating university. This is because of the potential large number of competition venues, the different venues on which the medal ceremonies might take place and the possibility of having more than one medallist from the same university on the podium (individual sports).

As mentioned previously, all flags shall be acquired by the OC. Regarding International Federation flags, it is suggested that the OC contacts its National Federation of the relevant sport to discuss about the procurement of the needed flags.

The only two places where all the flags of participating universities and the protocol flags must be hung are the FISU World Cups Village and the venue(s) where the opening and closing ceremonies take place. In case of a hotel concept for the FISU World Cups, the whole set of flags must be displayed at a common visible place<sup>44</sup> approved by FISU.

#### **10.4.1.1. Opening Ceremony**

As part of the opening ceremony protocol, the OC must provide all the protocol flags, including an oversized FISU Flag<sup>45</sup>, as well as the flags of all the participating universities. The design and dimension of all the flags must be approved by FISU at the latest three months prior to the event.

The flags of all universities participating must be hung horizontally in the venue in the official protocol order defined by FISU for the event with the flag of the host university placed last. If the venue hosts sporting events during the FISU University World Cups, all university flags can remain in place.

#### **10.4.1.2. Closing Ceremony**

During the closing ceremony, the official FISU Flag will be handed over to the next OC of the FISU World Cup concerned (if applicable). The flag will be provided by the FISU General Secretariat.

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<sup>44</sup> FISU refers to this place as the “flag plaza”.

<sup>45</sup> 4.1m x 2.7m FISU Flag that will be hoisted during the opening and closing ceremonies. Host country national flag can be of the same size but not bigger.

For the flag passing during the closing ceremony, the FISU Flag must be hung on a flagpole and be lowered as part of the official protocol programme.

#### 10.4.1.3. Sport Venues

At all competition venues, official protocol and university flags shall be displayed outside and/or inside as explained below:

FLAGS	LOCATION AT VENUE	COMPETITION VENUES	TRAINING VENUES
Protocol	Outside	Compulsory	FISU & OC flags are compulsory
	Inside	Compulsory	Optional
Universities	Outside	Must be inside or outside	Optional
	Inside	Must be inside or outside	Optional

Flags shall always be hung respecting the official event protocol order.

#### 10.4.1.4. Accommodation

For the entire duration of the event, the FISU Flag and the OC flag must be displayed horizontally in front of the official FISU Hotel and any other official accommodation sites, in which VIPs are accommodated.

### 10.4.2. Seating

Venue seating requires a specific setup and careful planning, especially for the welcoming and assistance of guests.

#### 10.4.2.1. Competitions

It is essential that during all events, signs clearly indicate the different restricted zones, such as the VIP area or the reserved accredited sections. Seats must be reserved in all venues and access to these seats must be controlled through the accreditation card/tickets (depends on policy approved between OC and FISU). A minimum of 15 seats should be reserved for FISU Family in the VIP area.

#### 10.4.2.2. Prime Events

For the semi-finals and finals for team sports, special arrangements shall be taken so as to increase the number of VIPs seats and/or restrict access to the VIP zone. At least four seats shall be reserved for each finalist teams' universities/NUSF representatives or their political representatives. Among regular seats, the OC must reserve a sufficient number of seats for those delegations that have their teams playing in the matches. These seats must be clearly identified with the name/flag of the university. The number of seats will be determined between the OC and FISU. The bronze medal team participating in the medal ceremonies must have dedicated seats available for the final game.

For individual sport finals, seating plans described under Chapter 10.4.2.1 apply.

The distribution of tickets will be prepared by the OC in cooperation with the FISU.

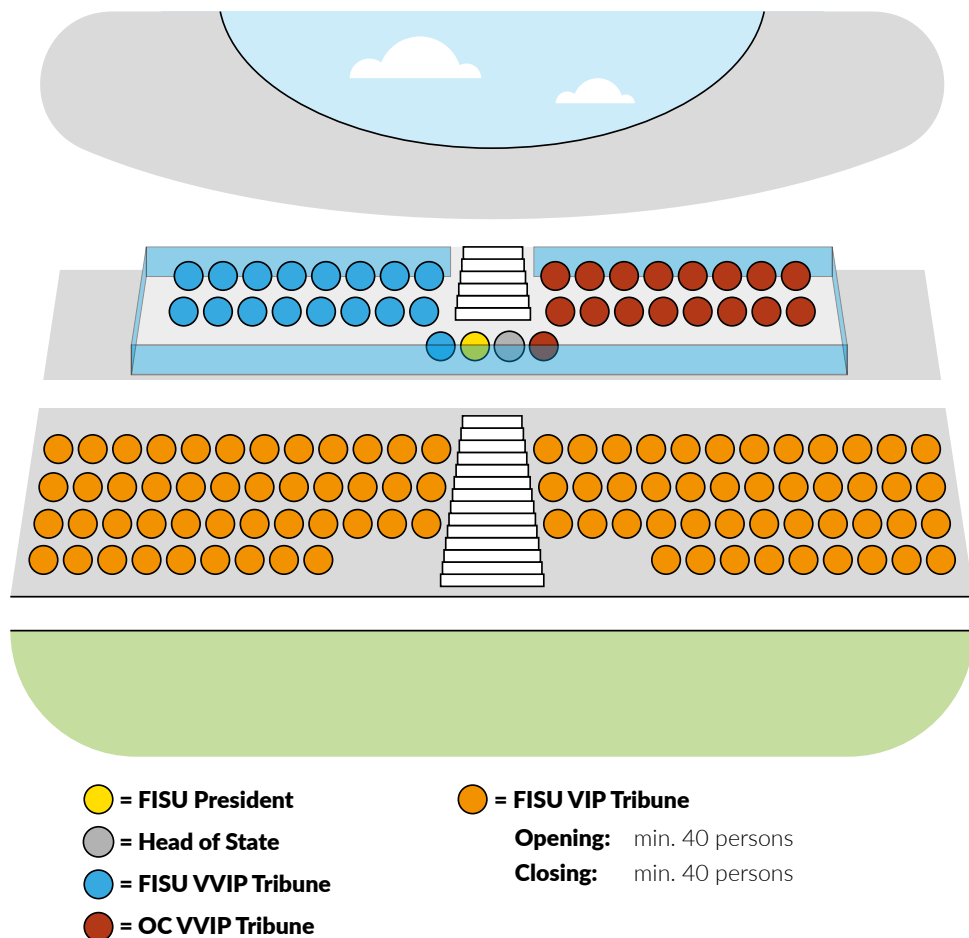
A minimum of 15 seats for all prime events should be reserved for FISU Family and FISU Guests in the VIP area.

### 10.4.2.3. Opening and Closing Ceremonies

Careful planning is required to ensure enough seating for various accredited client groups, e.g. delegations, International Technical Officials, FISU Family and FISU Guests, etc. The seating plan must be presented for FISU approval at the latest one month prior to the event, and FISU will define together with the OC the VIP zones.

For the FISU University World Cups, the FISU President and FISU Executive Committee members will sit on the right of the highest authority in the attendance. 40 seats shall be reserved in the VIP tribune for FISU. The same number of seats is dedicated to the organisers. If the VIP zone has sky boxes, the FISU President, FISU 1st Vice President and FISU Secretary General/CEO shall be in the same sky box as the highest authority of the host country at the opening and closing ceremonies.

Tickets for the opening and closing ceremonies should be delivered to the FISU General Secretariat no later than four days prior to the ceremonies.



*Example of seating arrangements at opening and closing ceremonies*

## 10.5. CEREMONIES

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### 10.5.1. Team Draw Ceremony

The official team draw ceremony regards only the two following sports:

- Football
- Rugby Sevens

The team draw is held two months prior to the start of the FISU World Cup.

The ceremony must take place in English.

All VVIPs (*see Chapter 3.4*) present at the team draw ceremony shall be introduced accordingly.

The scenario and script of the draw must be sent for approval to the FISU General Secretariat and FISU Media department at the latest 14 days prior to the draw.

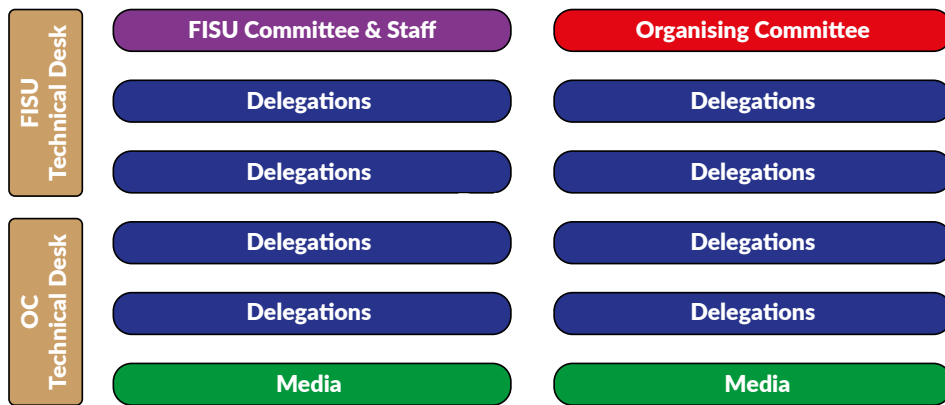
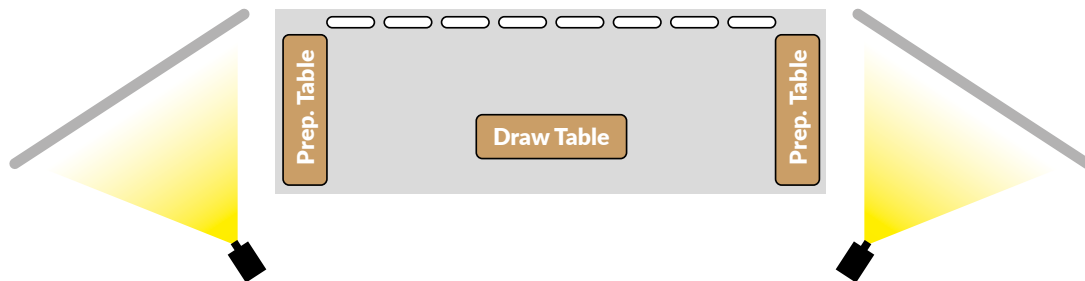
The following items must be present on stage and visible on screen during the whole broadcast of the event:

- FISU Logo
- OC Logo
- Official name of the event
- FISU partner (if any)
- OC general partner (the main partner with the highest tier recognition) (if any)
- Flags of participating universities
- Country code<sup>46</sup> of the university shall follow the university name

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<sup>46</sup> See FISU Flag Guidelines

The room must have a minimum capacity of 200 seats, with a classroom setup, as follows:



Minimum 200 seats

○ = Flags of participating universities

### 10.5.2. Opening and Closing Ceremonies

Opening and closing ceremonies are required and must have a balanced programme in terms of duration between the cultural programme and the formal protocol content.

The detailed programme of the ceremonies shall be provided to FISU for approval at the latest three months before the ceremonies. This includes all transportation, access and security details for all client groups, and information (see *Chapter 10.3.5* for more information) on possible receptions planned before and/or after the ceremonies. In addition, the transportation plan and procedure for the VVIPs, FISU Executive Committee, FISU Family and FISU Guests shall be provided. The plan and procedure shall be coordinated with FISU.

On the occasion of the opening and closing ceremonies, the Organising Committee shall provide special passes giving access to the field<sup>47</sup> to three members of the FISU Media team and three of the FISU staff<sup>48</sup>, as well as access to the Presidential Tribune to two members of the FISU staff.

For the FISU World Cups, during the General Technical Meeting (GTM) information regarding all ceremonies shall be addressed (procedures, transportation, timing, meals, etc.).

### 10.5.2.1. Protocol Rundown

#### Opening ceremony

The opening ceremony will be staged observing the following mandatory protocol:

- The OC announces the start of the opening ceremony (two minute programme)
- March pass of participating universities. Each delegation will be preceded by a placard displaying its name and accompanied by its flag
- Playing of the national anthem of the host country and hoisting of the flag of the host country
- One representative of the OC gives a welcome speech lasting a maximum of three minutes
- The FISU President gives a speech lasting a maximum of three minutes and invites the highest authority of the host country present to declare the FISU University World Cup open
- The highest authority present of the host country or his/her representative declares the FISU University World Cup open
- Arrival of the FISU Flag
- Playing of the FISU Anthem and hoisting of the FISU Flag
- Oaths (the athlete and Technical Official must be of different gender)
  - Oath of athletes: one English-speaking athlete chosen by the host country pronounces the following oath in English:

*“On behalf of all the student athletes, I promise that we shall take part in the FISU University World Cup, respecting and abiding by the rules which govern it, committing ourselves to a sport without doping and without drugs, in the true spirit of sportsmanship, fair-play, for the glory, for the honour of our teams and for the achievement of International University Sport Movement”*

- Oath of Technical Officials: one English-speaking Technical Official chosen by the host country pronounces the following oath in English:

*“In the name of all the Technical Officials, I promise that we shall officiate in the FISU University World Cup with complete impartiality, respecting and abiding by the rules which govern it, in true spirit of fair play”*

- Cultural programme

<sup>47</sup> Refers to all areas where the ceremony will happen (stage, floor, field, tunnels, etc.).

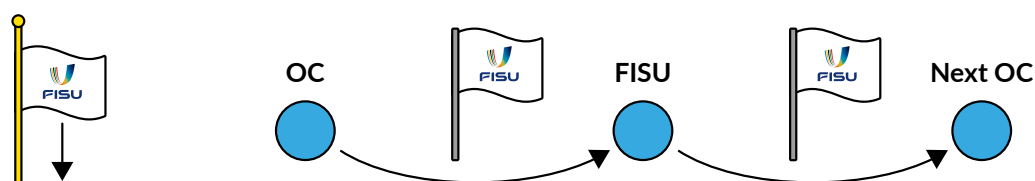
<sup>48</sup> These people will be responsible to monitor participants to the march pass before they enter the show area.

### **Closing ceremony**

The closing ceremony can be organised as a full ceremony or included in a farewell dinner.

The closing ceremony will be staged observing the following mandatory protocol:

- The OC announces the start of the closing ceremony (two minute programme)
- Entrance of the flags of the participating universities
- March pass of participants in mixed order
- Playing of the national anthem of the host country
- The President of the OC or his/her representative gives a closing speech lasting a maximum of three minutes
- The FISU President or his/her representative gives a closing speech lasting a maximum of three minutes and declares the closure of the FISU University World Cup
- Playing of the FISU Anthem and lowering of the FISU Flag
- If applicable, handing over of the FISU Flag to the highest authority of the next host



***Handing over of the FISU Flag***

- If applicable, presentation of the next FISU University World Cup, which includes a speech from the next organiser's highest authority present. Presenter shall be the same than for the flag handover
- Cultural programme

#### **10.5.2.2. March Pass**

With respect to the march pass, the delegations will march in Protocol order (see *Chapter 10.1.1.3* for more information), the host university marching last. The flags of participating delegations, as well as the placards, will be provided by the OC and will all be of the same size.



### Information to delegations

The OC is responsible for informing all participants and to control the smooth running of the march pass. The following information is to be shared with the participating universities and their NUSFs in pre-event documentations and repeated during the General Technical Meeting:

OPENING CEREMONY	CLOSING CEREMONY
Bags, sport equipment are strictly prohibited	
Only phones and cameras are allowed	
Marching athletes and delegation officials must wear their official university uniform	
Banners are forbidden (and will be seized)	
Delegations can only carry their own university flag	
Only (fully accredited) delegation members can take part in the march pass <sup>49</sup>	
	“Thank you” banners are allowed, but must be submitted to FISU for approval four days prior to the closing ceremony

### Flags

All flags must be of the same size and respect the official design as presented in the FISU Flag Guidelines. Flag designs must be presented for approval to FISU three months prior to the event or at the latest before they are sent for production. All flags will be checked once again by FISU two days prior to the opening ceremony for final approval.

In regard to the closing ceremony, the same flags can be used again.

### Placards

The placards displaying the university names shall include the following information:

- Full name of the university in English<sup>50</sup> and country code<sup>51</sup> of the university in brackets
- FISU Logo
- OC Logo

The design of the placards is at the liberty of the OC but must be submitted to FISU for approval three months prior to the event. As for the flags the original placards will be checked by a representative of the FISU General Secretariat onsite three days prior to the ceremony.

<sup>49</sup> Delegation attachés are not entitled to march with the delegations.

<sup>50</sup> See [Chapter 10.1.1](#)

<sup>51</sup> See FISU Flag Guidelines

### **10.5.2.3. Speeches**

During the ceremony, all speeches must be presented or translated (orally or/and in writing – screen) in English.

The OC must transmit to FISU all the speeches planned during the ceremonies (including the master of ceremony) at least one month prior to the ceremony and inform FISU of the deadline to receive the FISU speeches.

During the speeches, no symbol will be shown on screens or on the stage and nothing will be added for the viewers except for the speaker and/or the text of the speech.

### **10.5.3. Teams Presentation**

In a certain number of team sports, it is a tradition to introduce the teams to each other before the game starts. FISU allows the display of the university flags on the field, as well as any other banner that is of tradition for the concerned International Federation. National anthems that are usually played must be replaced with the FISU Anthem<sup>52</sup>.

All team presentation rundowns must be submitted to FISU for approval at the latest three months prior to the event. FISU might be able to provide rundown templates to the OC.

### **10.5.4. Medal Ceremonies**

Medal ceremonies are organised for all FISU World Cups, to award medals to the top athletes.

The schedule, location and transportation plan regarding the medal ceremonies must be elaborated under FISU supervision and submitted for approval at the latest three months prior to the event.

The final detailed schedule of medal ceremonies should be provided by the OC before the beginning of the FISU World Cups; in case of any change in the schedule, the FISU General Secretariat must be immediately informed as well as all other stakeholder (broadcasters, delegations, etc.).<sup>53</sup>

Rehearsals must be planned prior to the start of the FISU World Cups with the attendance of the FISU relevant representative and the complete awarding team. FISU representatives must be allowed to enter all areas of the venue.

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<sup>52</sup> FISU Anthem is just played once for both teams at the same time.

<sup>53</sup> When scheduled right after the sport event, the medal ceremony has priority over doping control.

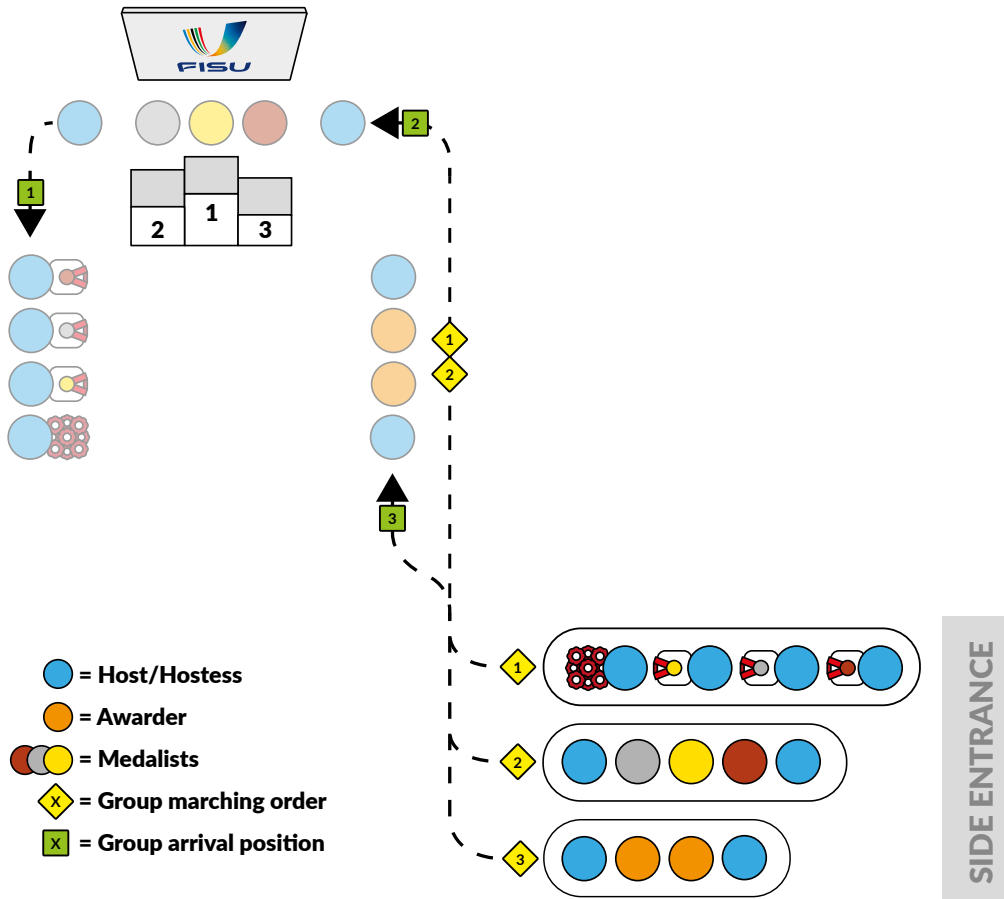
### 10.5.4.1. Protocol Rundown

For all medal ceremonies, the following protocol must be respected. Announcements shall always be in English first followed by the host country language if desired. For the detailed rundown and texts, please refer to Annexe 12.5.

- Speaker's first announcement (when all participants are ready to start)
- Marching music - Entrance music
- Entrance of the hosts/hostesses, awarders (FISU and OC authorities) and medallists

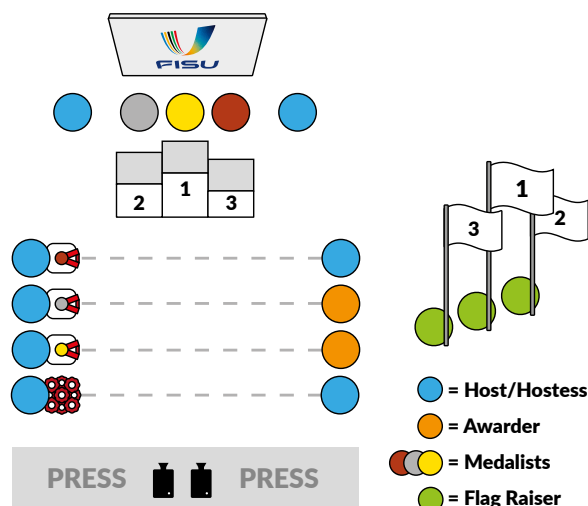
Example of entrance order when the entrance is from the side of the podium:

- The hosts/hostesses bearing the medals and flowers/mascots/gifts
- The hosts/hostesses for the medallists
- The silver medallist
- The gold medallist
- The bronze medallist
- The hosts/hostesses for the awarders
- The awarders for the medals and flowers/mascots/gifts



Position of the persons in the awarding area:

- The hosts/hostesses bearing the medals and flowers/mascots/gifts stand on the right of the podium
- The medallists with the hosts/hostesses stand behind the podium
- The awarders with the hosts/hostesses stand on the left of the podium



*Position in the awarding area*

The entrance order and the positions are to be decided between FISU and the OC. Indeed, the most important is the coherence of the order, taking the place of the podium and the location of the entrance into consideration.

- Awarding of the athletes
- Speaker's announcement for the beginning of the FISU Anthem
- FISU Anthem – Gaudeamus Igitur – and hoisting of the flags

All participants at the ceremonies are required to face the flags while they are being raised and the FISU Anthem is being played.

Official photographs of the medallists with and without awarders must be taken before they depart from the zone of the ceremony.

- Exit of the hosts/hostesses, awarders, and medallists

At the end of the performance of the FISU Anthem, the exit order is the following:

- The hosts/hostesses with the awarders
- The hosts/hostesses with the medallists
- The hosts/hostesses who bore the medals and flowers/mascots/gifts

- Speaker's final announcement

The above-mentioned procedure may be adapted in respect to each sport's awarding traditions and shall be reviewed by the FISU General Secretariat.

#### 10.5.4.2. Participants

##### Medallists

The OC must inform medallists and HoD of the location and time of the medal ceremonies, gather medallists and check their names and ranking in the official results, along with their university.

The medallists of each event must attend their respective medal ceremony.

In case one or two medallists are unable to attend, the medals and flowers/mascots/gifts are handed to an official of the relevant delegation. The official will attend the medal ceremony instead of the athlete. He/she must be dressed in the delegation's official outfit. He/she must not mount the podium but stand behind it. The awarders will hand the medal and flowers/mascot/gift over the podium. During the FISU Anthem, the delegation official stands behind the podium.

In case none of the medallists (athletes/teams) can be present, the ceremony is postponed. An alternative solution is agreed between FISU and the OC.

The medallists are expected to attend the ceremony in the uniforms they wore at the opening ceremony but are also allowed to attend the official ceremony wearing sports uniforms when the ceremony takes place immediately after the sport event.

The medallists are not allowed to take any university or national flag or any other national, cultural or religious symbol on the podium and are expected to take off caps and sunglasses when receiving the medal – kept in hand throughout the ceremony (i.e. playing of the FISU Anthem and raising of the flags).

Medallists must remain at disposal of the media representatives after the medal ceremony.

##### Awarders

Awarders will be nominated by the OC and FISU separately. The OC shall provide the names of the OC representatives 48 hours before each ceremony to the FISU responsible and will be informed by FISU 24 hours in advance on the FISU awarders.

SPORT EVENT	NUMBER OF AWARDERS PER EVENT
Individual or team events	one FISU / one OC
Team sports	two FISU / two OC

Once confirmed, the awarders must be invited in writing respectively by the OC and FISU. The invitation shall enclose information such as the time and place of the ceremony and the contact details of the person in charge, in case of need.

A VIP area/zone shall be set up close to the awarding site, where awarders can meet, get briefed and prepared to enter the stage. If not already planned in the lay-out of the awarding site, it would be preferable that this area be indoor to provide a shelter against weather conditions (snow, rain, sun, etc.). The OC is advised to check the names, titles and functions of the authorities and relay this information to the speaker.

The OC shall invite the authorities to leave the VIP area/zone 10 minutes before the ceremony.

The dress code for all awarders must be decided between the OC and FISU at the latest one month prior to the start of the FISU World Cups. The chosen dress code will be informed to all

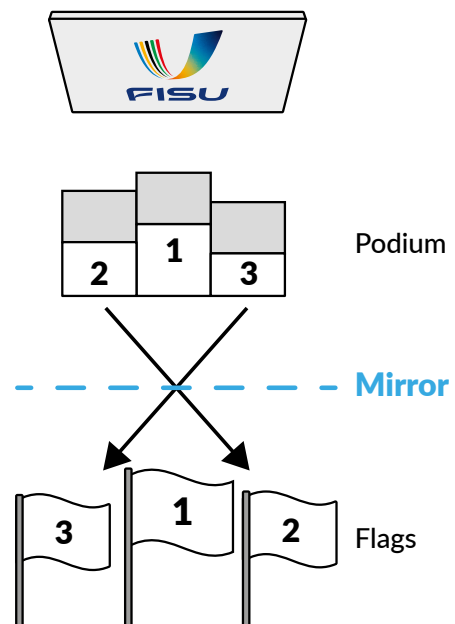
awarders in due time. For all medal ceremonies, the dress code must be respected by both FISU and the OC.

### 10.5.4.3. Awarding Site

The site for the medal ceremony should be carefully planned, in collaboration with other functions, e.g. Venue Management, Broadcasting, Sports, etc.

Even though the design may vary depending on the events / sports, the awarding site shall include the following elements:

- **Podium:** See the FISU Brand Book
- **Backdrop:** The use of backdrops is to be confirmed with the FISU General Secretariat. The general idea is for podium backgrounds to be clean (no wall, etc.). For more information, see the FISU Brand Book
- **Raising of university flags:** One flagpole/trapeze per athlete/couple/pair/team on the podium. The flagpole of the gold medallist must be higher than all others. In the event that the venue does not allow for the installation of flagpoles (i.e., indoor venues), the flags are raised on a trapeze rigged from the ceiling of the venue. In both situations, careful consideration needs to be given to the positioning of the flagpoles/trapeze so that the medallists are facing the flags as they are raised and that the flags are in their direct view. Flags shall be placed to mirror the ranking of the athletes on the podium
- **Media:** A delimited area in front of the podium must be reserved for media representatives, which must not interfere in the procedure of the ceremony and/or step inside the awarding area



Considering there may be a tie or two bronze medallists in some sports, the OC shall foresee the possibility to display more than one flag for each colour (bronze, silver, gold), as well as to the needs of adjusting the number and place of medallists on the podium. It is not allowed to hang two flags on the same pole or on top of each other on the same trapeze.

## 10.6. AWARDS

### 10.6.1. Medals

Medals must be awarded to the medallists of all the FISU World Cups sport events on the day when it or the final event/game takes place.

The Organising Committee is responsible for the cost of all medals and other flowers/mascots/gifts<sup>54</sup>, the design of which must be approved by the FISU General Secretariat at the latest 12 months prior to the event.

#### 10.6.1.1. Model

Please refer to the FISU Brand Book for all information regarding the designing of the medals and lanyards.

#### 10.6.1.2. Quantity

The OC shall provide medals according to the number of medal events.

The medals shall be awarded as follows:



**First**  
Gold/Gold gilt medal



**Second**  
Silver/Silver gilt medal



**Third**  
Bronze medal

The number of medallists per event follows the regulations of each sport.

In specific sports, where required by the International Federation regulations, two bronze medals will be awarded. The detailed rules for this procedure will comply with the rules of the appropriate IF and will be confirmed by the FISU General Secretariat.

In most cases, the rule is:

Individual sports / Team events	Athletes/teams ranked one to three
Team sports	Teams ranked one to three



**Only athletes receive medals and take part in the medal ceremony.**

Any other interpretation of these rules shall be the decision of FISU.

The OC shall provide FISU, before the start of all sport events, with six additional sets<sup>55</sup> of medals for individual sports and one additional set of medals for team sports<sup>56</sup>, to allow FISU to cope with any possible change in results.

<sup>54</sup> The OC is to decide which of these items will be awarded to athletes.

<sup>55</sup> One set includes one gold, one silver and one bronze medal.

<sup>56</sup> As many medals as each team would receive.

## 10.6.2. Special Awards

- Awards in addition to medals may be made only upon FISU approval
- Special awards are distributed in several sports (best player, top scorer, fair play). FISU has respect for these traditions. An official request must be sent to the FISU General Secretariat for approval at the latest three months prior to the event. If approved, the design of the awards must be presented to FISU Marketing department prior to production

## 10.7. DIPLOMAS

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For all FISU World Cups, official diplomas must be prepared by the Organising Committee as explained in the FISU Brand Book. Where the content must follow the guidelines provided by FISU, the design of the diplomas is at the liberty of the OC. The diplomas must be submitted to the FISU General Secretariat for approval prior to production, but at the latest three months prior to the FISU World Cups.

Diplomas are not distributed to medallists at the medal ceremony. They are handed to the Head of Delegation or an appointed representative of each delegation in the FISU World Cups Village or hotel before the end of the FISU World Cups.

Templates of diplomas are provided by the FISU General Secretariat.

The OC shall provide FISU with 10 hard blank copies and the template digital file in Word format of each produced diploma to allow FISU to cope with any possible change in results (e.g. further to doping control). *For examples of diplomas, please refer to [Annexe 12.9](#).*

### 10.7.1. Diploma of Participation

All accredited delegation members will receive a diploma.

### 10.7.2. Diploma of Honour

For individual events, the first eight athletes will receive a diploma.

For team events / sports, athletes of the first eight teams at the FISU University World Cups will receive a personal diploma mentioning his/her name and the team ranking. One additional diploma is prepared for the team.



### **10.7.3. Diploma of Merit**

For team sports, the officials of medallist teams that are mentioned on the match sheet of their respective final game, will be awarded with a diploma.

### **10.7.4. Diploma of FISU Record**

Individual athletes breaking an official FISU Record in a FISU Championships/Games/World Cups sport event will receive a diploma. The diploma is prepared by the FISU General Secretariat and sent to the NUSFs after the FISU World Cups.

Team event athletes breaking an official FISU Record in a FISU Championships/Games/World Cups sport event will receive a personal diploma mentioning his/her name and the team's result. One additional diploma is prepared for the team. The diploma is prepared by the FISU General Secretariat and sent to the NUSFs after the FISU World Cups.



TAIPEI 2017  
SUMMER UNIVERSIADE  
SIRAGUSA

WHELAN

HUM

YKI

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# 11. FISU WORLD UNIVERSITY GAMES

The FISU World University Games (FISU Games) – Winter and Summer editions - are both staged every two years in a different host city. This celebration of international university sports and culture draws many thousands of student-athletes together to compete, making them among the world's largest and most prestigious multi-sport events.

Embracing the FISU motto of “*Excellence in Mind and Body*” the FISU Games incorporates educational and cultural aspects, encouraging student-athletes from around the world to combine high sports performance with their intellectual pursuits.

 = Symbol for summer games-specific content

 = Symbol for winter games-specific content

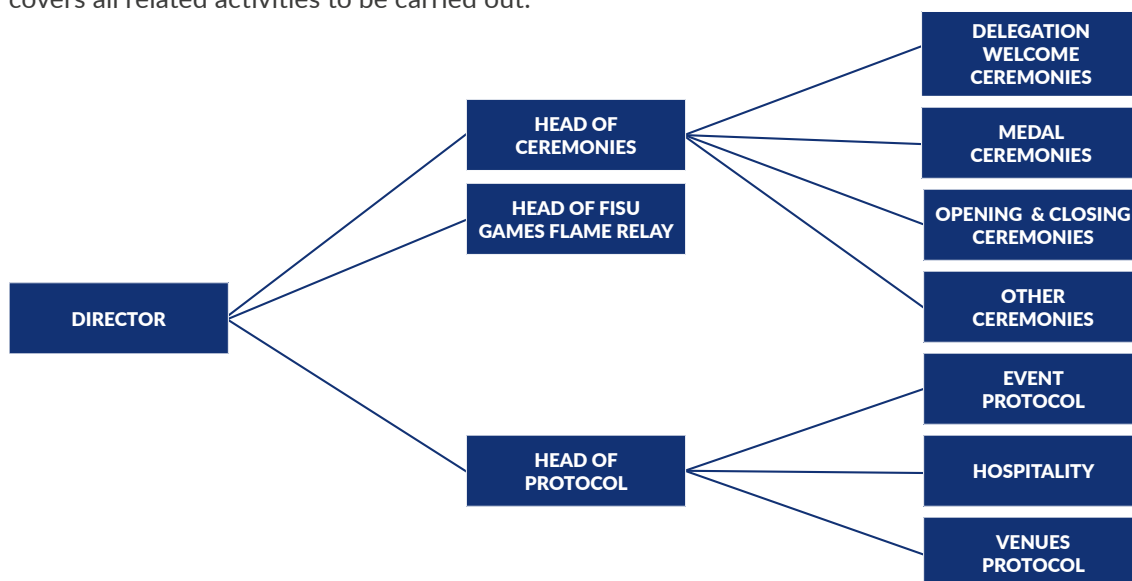
## 11.1. PROTOCOL INFORMATION

### 11.1.1. Official Country Denomination

For all official communication, events (opening and closing ceremonies, medal ceremonies, sport information, etc.), the official FISU country names must be used. For more details, please refer to the FISU country protocol order<sup>57</sup>.

### 11.1.2. Organising Committee Ceremonies and Protocol Organisational Structure

To facilitate the preparation of the event, FISU recommends using the below organisational structure. It defines all Functional Areas involved in setting up the ceremonies and protocol and covers all related activities to be carried out.



<sup>57</sup> See [Annexe 12.4](#)

### 11.1.3. Flags

Flags of all countries must respect their original design as presented in the FISU Flag Guidelines. All flags must be presented to FISU for approval at the latest three months prior to the FISU Games and in any case before the production of the full set.

FISU Protocol flags must respect the guidelines described in the FISU Brand Book and FISU Flag Guidelines.

Flags must all have the same size and shape. The only exceptions stand for the FISU Flag for the opening and closing ceremonies which shall be oversized (recommended size is 4.1m by 2.7m)<sup>58</sup>, and for the Nepalese and Swiss flags, which must respect their original shapes and shall not be placed on a white background.

#### 11.1.3.1. Handling of Flags

FISU kindly asks the Organising Committee (OC) and all partners to respect the protocol etiquette when handling flags:

- All flags should be treated with respect and dignity
- Flags should be folded<sup>59</sup> when carried to and from flagpoles
- Flags should be raised briskly and lowered ceremoniously
- No flag should be smaller than another in the same display
- Flags should be securely fastened so as not to fall
- Flags should never touch the ground
- The flag should always be flown as close as possible to the top of the mast, tightly secured
- When a flag visibly deteriorates, it should be replaced with a new one

#### 11.1.3.2. Sets

The protocol set of flags must contain:

1. FISU
2. Organising country
3. Organising Committee
4. National University Sports Federation (host country)
5. International Federation(s) (in sport venues)

The two following flags may be added to the protocol set upon prior request to the FISU General Secretariat:

6. City/Region
7. City/Region

*For information on the display of protocol flags, please refer to [Annexe 12.3](#).*

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<sup>58</sup> Size to be defined between the FISU General Secretariat and the OC. Host country national flag can be of the same size but not bigger.

<sup>59</sup> Except for the FISU Flag at the opening ceremony.

## 11.2. INVITATIONS

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For all FISU Games, an official invitation must be prepared as explained in the FISU Brand Book and shall be delivered to all FISU Member and non-Member Associations one year prior to the event to ensure participation.

Where the content must follow the guidelines provided by FISU, the design of the invitation is at the liberty of the Organising Committee. The invitation must be submitted to the FISU General Secretariat for approval prior to production, but at the latest one month before they are sent.

The list of invited FISU Member and non-Member Associations and templates of invitation are provided by the FISU General Secretariat.

### 11.2.1. FISU Family and FISU Guests

Invitations to all members of FISU Family and FISU Guests are sent out and followed up by FISU. The attendance lists are shared with the OC on a regular basis starting from six months before the event. Due to last minute changes, this list can be updated even during the event.

### 11.2.2. Other Guests

When needed, other guests will be invited by FISU or the OC<sup>60</sup>. Those guests can be speakers, authorities, etc.

*For examples of invitations, please refer to [Annexe 12.8](#).*

## 11.3. FISU WORLD UNIVERSITY GAMES FLAME RELAY

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For all editions of the FISU World University Games a flame relay is to be organised by the Organising Committee in close collaboration with FISU.

Full Guidelines for the preparation and requirements of the FISU Flame Relay will be procured by the FISU General Secretariat.

## 11.4. HEADS OF DELEGATION MEETINGS

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The Heads of Delegation meeting (HoD meeting) is organised for the Organising Committee and FISU to deliver information and for delegations to finalise their preparation for the FISU Games.

### 11.4.1. Pre-FISU Games HoD Meeting (Spring/Autumn)

The HoD meeting is organised three to four months prior to the FISU Games and is the OC's first opportunity to present their project and hospitality to the delegations taking part in the FISU Games.

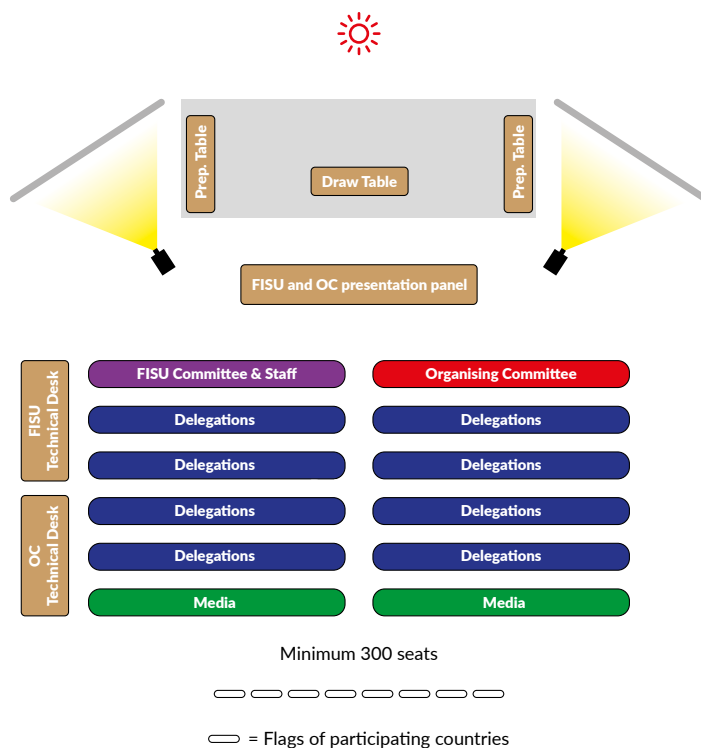
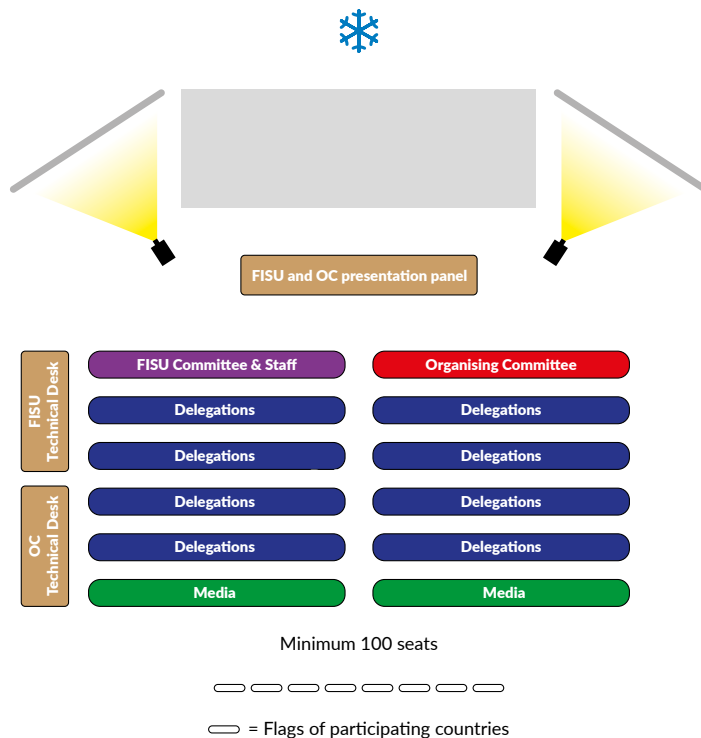
For the Summer edition of the FISU World University Games, the pre-FISU Games HoD meeting is organised in conjunction with the team draw (see FISU Games Team Draw Guidelines).

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<sup>60</sup> To prevent duplicate invitations, FISU and OC must be in contact before sending these invitations.

As a common practice, the team draw is held in the same place as the HoD meeting.

The room must have a minimum capacity of 100 (Winter) and 300 (Summer) seats in a classroom setup, as follows:



Before and during the HoD meeting, the following elements must be addressed by the OC:

- Protocol flags in the HoD meeting room
- Country flags<sup>61</sup> in the HoD meeting room (flags of all countries that have had their Participation Intention entry form – PI entry - approved)
- Table tags (country flags and/or codes<sup>62</sup>)
- Backdrop (main stage) – see the FISU Brand Book
- ☀ Team draw magnets (country flags and/or codes<sup>54</sup>) and presenting boards (with OC event and FISU Logos)

### 11.4.2. HoD Meetings (FISU Games Time)

During the FISU Games Time, HoD meetings are organised daily (for more information please refer to the Delegation Services FA in the Minimum Requirements for the FISU World University Games). The protocol items that FISU recommends the OC to focus on are:

- Protocol flags in the HoD meeting room - compulsory
- Country flags in the HoD meeting room (all participating countries) - optional
- Backdrop (main stage) – see the FISU Brand Book



## 11.5. VIP HOSPITALITY

### 11.5.1. Welcome Services

Effective and warm welcome services should be organised at the official point(s) of arrival. Arrivals must be facilitated as much as possible, for example by using dedicated lanes for immigration, using tags and separate collection points for luggage and by providing directions to the relevant transportation system for next transfers.

It is recommended to have the relevant attaché / volunteer greeting the VIPs upon their arrival and escort them to the accommodation site. Depending on time of arrival, the attachés can also meet the VIPs at the hotel the day after.

<sup>61</sup> A banner with printed flags can be considered. An official request is to be sent to FISU for approval at the latest three months prior to the HoD meeting.

<sup>62</sup> See the FISU Flag Guidelines

A welcome package must be prepared in advance and presented upon check-in and include the following information:

- **Accreditation:** location of the accreditation centre and the procedure. It is suggested to have the attachés assist the VIPs throughout their accreditation process
- **Accommodation:** conditions of stay, cost responsibilities, i.e. which expenses they must bear personally (mini bar, meals, phone calls, hotel services) and which obligations fall on the Organising Committee (length of stay, procedure regarding meal vouchers, etc.). Clear information shall be given about the payment procedure regarding the expenses that will not be covered by the OC or FISU. It is the hotel's and VIP's obligation to make sure that full payment of extra expenses is settled before departure
- **Event programme:** sport programme, ceremonies as well as other social and cultural activities
- **Transportation:** services available during their stays (carpool, dedicated cars, shuttle buses, special buses, etc.), introduction on the designated driver (if any)
- **Departure:** procedure for the confirmation of their return flight or for any changes needed

### 11.5.2. VIP Accreditation

Please refer to [Chapter 3.2](#) for more information regarding FISU Family and FISU Guests group and attribution of VIP status, and to [Chapter 3.4](#) for more information regarding FISU Family and FISU Guests accreditation.

### 11.5.3. Accommodation

The hotels dedicated to FISU Family and FISU Guests are called the FISU Hotels. The OC is responsible for providing local assistance and transportation, as well as medical assistance to FISU Family and FISU Guests during the entire period of their stay for the FISU Games.

Responsible persons must be appointed for each FISU Hotel to ensure the hospitality and protocol services, as well as the provision of information and publications related to the client groups.

### 11.5.4. Transportation

The OC provides transportation services for FISU Family members, as well as their baggage and office equipment during their entire stay at the FISU Games. Due to different needs, some FISU Family members may have to arrive earlier or depart later than the regular event period. In such cases, full transportation services must be secured so that FISU Family members concerned can well carry on their missions.

If some VIPs are coming with their own car, the OC shall provide these cars with a special Vehicle Access and/or Parking Permit (VAPP), allowing them in the same dedicated zone or area as the cars provided by the organisation.



### 11.5.5. Receptions and Social Events

The OC must provide to the FISU General Secretariat its list of planned receptions and social events within three months before the event starts.

When approving the programme, FISU gives priority to:

- FISU
- The Organising Committee
- The authorities of the host country (political, sports or academic authorities)
- The Organising Committees of future FISU events
- Receptions organised by delegations

Usually during FISU Games several receptions are organised, and the OC and the FISU General Secretariat should be in close contact. The OC must inform the FISU General Secretariat in advance about the presence of the highest local authorities at different locations and the protocol arrangements (security and gifts).

For the official receptions of the OC, the OC shall provide to FISU the invitation(s) in written at the latest one week prior to the event indicating the host, location, date and time, transportation organisation and specifications regarding the attire.

### 11.5.6. Venue VIP Services

VIP areas, including the VIP lounges and VIP seats, shall be set up in the competition venues and other key venues of the FISU Games, with clear signage indicating the direction and access. A responsible person must be appointed to ensure the delivery of the venue VIP services.

As common practice, light food, refreshments, and various non-alcoholic beverages are provided in the VIP lounges, at the expense of the OC to express special hospitality to international and local VIPs and other guests. The competition programme and the results of the event shall be made available to VIPs upon request.

When medal ceremonies are planned in the venue, the person responsible for the VIPs must work in close cooperation with the medal ceremony team and be duly informed of his/her possible role in assisting the VIP invited to attend the ceremony.

In collaboration with other services the OC shall provide reserved car parks for awarders and VIPs.

## 11.6. VENUE PROTOCOL

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### 11.6.1. Flags

For venues and all official ceremonies, the Organising Committee must provide all flags (FISU, host country, OC, host NUSF, participating countries, IFs) at its own cost. The design of flags must follow the FISU Flag Guidelines. Some flags have special requirements in terms of style or size. FISU stays at the disposal of the OC for any questions regarding flags.

In terms of stock, the OC must have more than one flag for each participating country. This is because of the large number of competition venues, the different venues on which the medal ceremonies take place and the possibility of having more than one medallist from the same country on the podium.

As mentioned previously, all flags shall be acquired by the OC. Regarding International Federation flags, it is suggested that the OC contacts its National Federation of the relevant sport to discuss the procurement of the needed flags.

The only two places where all the flags of participating countries and the protocol flags must be hung are the FISU Games Village and venue(s) where the opening and closing ceremonies take place. In case of a hotel concept for the FISU Games, the whole set of flags must be displayed at a common and visible place<sup>63</sup> approved by FISU.

#### 11.6.1.1. Opening Ceremony

As part of the opening ceremony protocol, the OC must provide all the protocol flags including an oversized FISU Flag<sup>64</sup>, as well as the flags of all the participating countries. The design and dimension of all the flags must be approved by FISU at the latest three months prior to the event.

The flags of all countries participating must be hung horizontally in the venue in the FISU country protocol order<sup>65</sup> with the flag of the host country placed last. If the venue hosts sporting events during the FISU Games, all country flags can remain in place.

#### 11.6.1.2. Closing Ceremony

During the closing ceremony, the official FISU Flag will be handed over to the next OC of the FISU Games concerned. The flag will be provided by the FISU General Secretariat.

For the flag passing during the closing ceremony, the FISU Flag must be hung on a flagpole and be lowered as part of the official protocol programme.

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<sup>63</sup> FISU refers to this place as the “flag plaza”.

<sup>64</sup> 4.1m x 2.7m FISU Flag that will be hoisted during the opening and closing ceremonies. Host country national flag can be of the same size but not bigger.

<sup>65</sup> See [Annexe 12.4](#)

### 11.6.1.3. Sport Venues

At all competition venues, official protocol and country flags shall be displayed outside and/or inside as explained below:

FLAGS	LOCATION AT VENUE	COMPETITION VENUES	TRAINING VENUES
Protocol	Outside	Compulsory	FISU & OC flags are compulsory
	Inside	Compulsory	Optional
Countries	Outside	Must be inside or outside	Optional
	Inside	Must be inside or outside	Optional

Flags shall always be hung respecting the official FISU country protocol order<sup>66</sup>.

### 11.6.1.4. Accommodation and Meeting Venues

For the entire duration of the event, the FISU Flag and the OC flag must be displayed horizontally in front of the official FISU Headquarters hotel and any other official accommodation sites in which VIPs and VVIPs are accommodated.

The same requirements are effective for all official meeting locations and for the FISU World Conference. For more details, please refer to the *FISU World Conference Chapter*.

## 11.6.2. Seating

Venue seating requires specific setup and careful planning, especially for the welcoming and assistance of guests.

### 11.6.2.1. Competitions

It is essential that during all events, signs clearly indicate the different restricted zones, such as the VIP area or the reserved accredited sections. Seats must be reserved in all venues and access to these seats must be controlled through the accreditation card/tickets (depends on policy approved between OC and FISU). More information regarding the seating requirements for FISU World University Games can be found in the Appendices of the Minimum Requirements for the FISU World University Games.

<sup>66</sup> See [Annexe 12.4](#)

#### 11.6.2.2. Prime Events

For the semi-finals and finals in team sports, special arrangements shall be taken so as to increase the number of VIPs seats and/or restrict access to the VIP zone. At least four seats shall be reserved for each finalist teams' country representatives or their political representatives. Among regular seats, the OC must reserve a sufficient number of seats for those delegations that have their teams playing in the matches. These seats must be clearly identified with the name/flag of the country. The bronze medal team participating in the medal ceremonies must have dedicated seats available for the final game. For more information and numbers please refer the Ticketing Chapter of the Minimum Requirements for the FISU World University Games.

For individual sport finals, seating plans described under *Chapter 11.6.2.1* apply.

In Figure Skating (Gala) and Ice Hockey (semi-finals and finals), seats shall be reserved for FISU Family. To guarantee the availability of these seats, tickets shall be delivered to FISU four days prior to the event. The distribution of tickets will be prepared by the OC in cooperation with the FISU General Secretariat.

More information regarding the seating requirements for FISU World University Games can be found in the Appendices of the Minimum Requirements for the FISU World University Games.

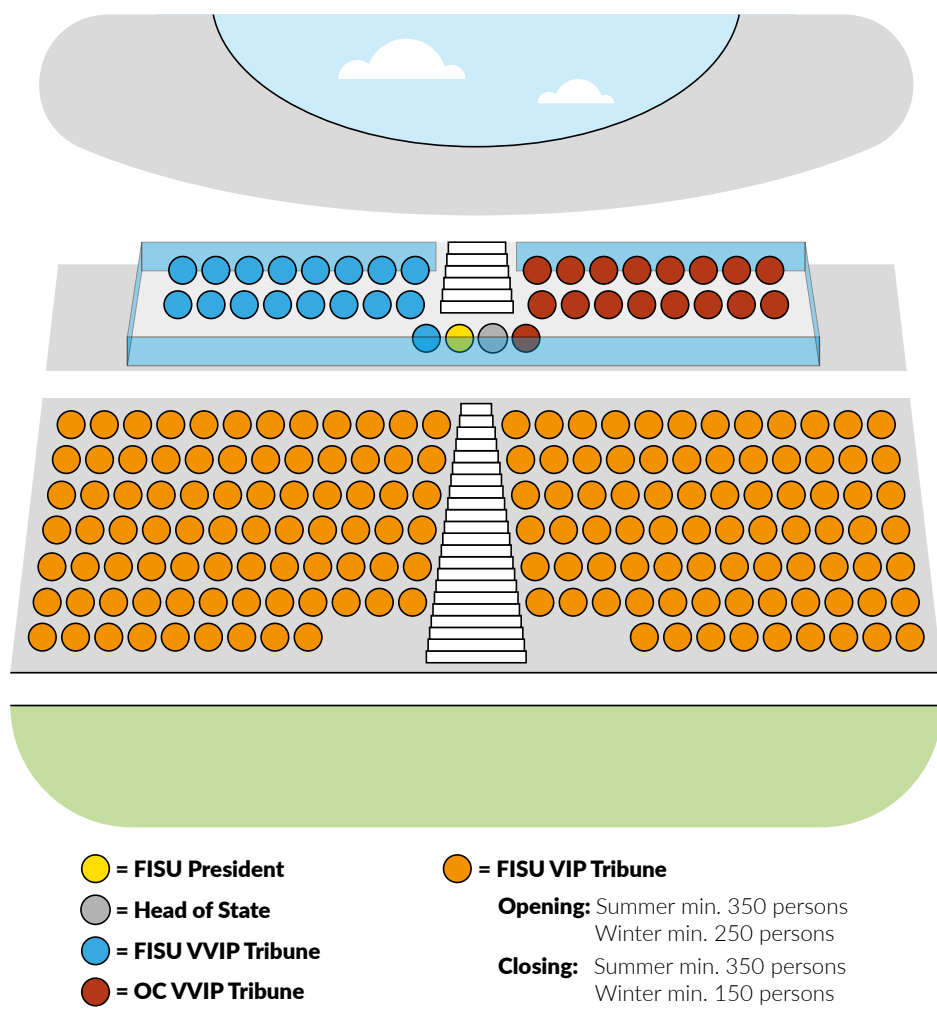
#### 11.6.2.3. Opening and Closing Ceremonies

Careful planning is required to ensure enough seating for various accredited client groups, e.g. delegations, International Technical Officials, FISU Family and FISU Guests, etc. The seating plan must be presented for FISU approval at the latest one month prior to the event, and FISU will define together with the OC the VVIP and VIP zones.

For the FISU Games, the FISU President and the Executive Committee, will sit on the right of the highest authority in the attendance. 50 seats shall be reserved in the VVIP tribune for FISU. The same number of seats is dedicated to the organisers. If the VVIP zone has sky boxes, the FISU President, FISU 1st Vice President and FISU Secretary General/CEO shall be in the same sky box as the highest authority of the host country at the opening and closing ceremonies.

With respect to FISU Family members, they share the VIP area with the organisers. In total 350 seats are needed for FISU for the opening ceremony of the Summer edition of the FISU Games and 250 for the Winter edition. This area must be the closest from the VVIP tribune. All guests invited by FISU are seated in the VIP zone.

Tickets for the opening and closing ceremonies should be delivered to the FISU General Secretariat no later than four days prior to the ceremonies.



*Example of seating arrangements at opening and closing ceremonies*

## 11.7. CEREMONIES

### 11.7.1. FISU Games Village Opening Ceremony

For the FISU World University Games, when a village concept is chosen to accommodate the participants, a FISU Games Village opening ceremony may be organised to officially and formally open the accommodation site and announce the arrival of the delegations. In the case of a hotel concept, the ceremony can take place in the flag plaza or another central location agreed upon by FISU and the OC.

One month prior to the event, the OC shall send formal invitations to all expected guests including the FISU President, 1st Vice President, Vice Presidents and Secretary General/CEO.

### 11.7.1.1. Protocol Rundown

The ceremony will last approximately 30 minutes and will be staged observing the following mandatory protocol:

- Cultural performance
- Welcome speech of the Mayor of the FISU Games Village (appointed by the OC) lasting a maximum of one minute
- Welcome speech of the highest political authority lasting a maximum of three minutes
- Playing of the national anthem and hoisting of the national flag of the host country
- Speech of the FISU President or his representative lasting a maximum of three minutes
- Playing of the FISU Anthem and hoisting of the FISU Flag
- Speech of the Mayor of the FISU Games Village lasting a maximum of three minutes
- Hoisting of the Organising Committee flag (optional)
- Gift exchange between the Mayor of the FISU Games Village and FISU President
- Cutting of the symbolic “red ribbon” by the FISU President, FISU Games Village Mayor and highest local political authority
- Cultural performance



The above-mentioned guideline is a general framework for the organisation of the FISU Games Village opening ceremony. While the protocol rundown must be respected as presented, the OC is given the freedom to develop the cultural programme based on their vision and budget. The final concept must be presented to FISU for approval at the latest three months prior to the event.

## 11.7.2. Delegation Welcome Ceremonies

For the FISU Games, each delegation must be welcomed by the Mayor of the FISU Games Village or his/her representative with a ceremony where the national flag is hoisted and the FISU Anthem played.

The ceremonies are usually held from the official opening day of the FISU Games Village to the day of the opening ceremony. For a hotel concept, these ceremonies shall be held in the flag plaza or another central location agreed upon by FISU and the OC. For delegations which have not had a delegation welcome ceremony, the flags are to be raised overnight after the opening ceremony.

Preferably, the ceremony should be held when 50% of the delegation members have arrived.

The day prior to the ceremony, a short meeting with the Head of Delegation (HoD) should be scheduled to settle all open questions and explain the procedure for the ceremony. This shall be an opportunity to check the country flag and get relevant information on the delegation.

### 11.7.2.1. Protocol Rundown

The ceremony will last approximately 15 minutes and will be staged observing the following mandatory protocol:

The ceremony can be organised to welcome up to six different delegations at the same time

- Welcome address by the Mayor of the FISU Games Village or his/her representative
- Playing of the FISU Anthem and hoisting of the relevant country flag(s)
- Gift exchange between the HoD and the Mayor of the FISU Games Village
- Cultural performance

The above-mentioned guideline is a general framework for the organisation of the delegation welcome ceremonies. While the protocol rundown must be respected as presented, the OC is given the freedom to develop the cultural programme based on their vision and budget. The final concept must be presented to FISU for approval at the latest three months prior to the event.

## 11.7.3. Opening and Closing Ceremonies

Opening and closing ceremonies are required and must have a balanced programme in terms of duration between the cultural programme and the formal protocol content.

The detailed programme of the ceremonies shall be provided to FISU for approval at the latest three months before the ceremonies. This includes all transportation, access and security details for all client groups, and information on possible receptions planned before and/or after the ceremonies (see *Chapter 11.5.5* for more information). In addition, the transportation plan and procedure for the VVIPs, FISU Executive Committee, FISU Family and FISU Guests shall be provided. The plan and procedure shall be coordinated with FISU.

On the occasion of the opening and closing ceremonies, the OC shall provide special passes giving access to the field<sup>67</sup> to three members of the FISU Media team and five of the FISU Staff<sup>68</sup>, as well as access to the Presidential Tribune to two members of the FISU staff.

A special HoD meeting must be dedicated to explaining the procedure (transportation, timing, meals, etc.) for the opening ceremony. The same topic is to be tackled at the last HoD meeting concerning the closing ceremony.

### 11.7.3.1. Protocol Rundown

#### Opening ceremony

The opening ceremony will be staged observing the following mandatory protocol:

- The OC announces the start of the opening ceremony (two minute programme)
- March pass of participating countries. Each delegation will be preceded by a placard displaying its name and accompanied by its flag
- Playing of the national anthem of the host country and hoisting of the flag of the host country
- One representative of the OC gives a welcome speech lasting a maximum of three minutes
- The FISU President gives a speech lasting a maximum of three minutes and invites the highest authority of the host country present to declare the FISU World University Games open
- The highest authority present of the host country or his/her representative declares the FISU World University Games open
- Arrival of the FISU Flag
- Playing of the FISU Anthem and hoisting of the FISU Flag
- Oaths (the athlete and Technical Official must be of different gender and sport)
  - Oath of athletes: one English-speaking athlete chosen by the host country pronounces the following oath in English:

*“On behalf of all the student athletes, I promise that we shall take part in the FISU World University Games, respecting and abiding by the rules which govern it, committing ourselves to a sport without doping and without drugs, in the true spirit of sportsmanship, fair-play, for the glory, for the honour of our teams and for the achievement of International University Sport Movement”*

- Oath of Technical Officials: one English-speaking Technical Official chosen by the host country pronounces the following oath in English:

*“In the name of all the Technical Officials, I promise that we shall officiate in the FISU World University Games with complete impartiality, respecting and abiding by the rules which govern it, in true spirit of fair play”*

- Cultural programme
- Arrival of the FISU World University Games Flame and lighting of the cauldron

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<sup>67</sup> Refers to all areas where the ceremony will happen (stage, floor, field, tunnels, etc.).

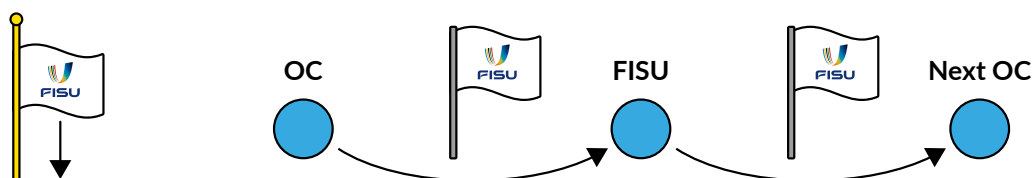
<sup>68</sup> These people will be responsible to monitor participants to the march pass before they enter the show area.



### Closing ceremony

The closing ceremony will be staged observing the following mandatory protocol:

- The OC announces the start of the closing ceremony (two minute programme)
- Entrance of the flags of the participating countries
- March pass of participants in mixed order
- Playing of the national anthem of the host country
- The President of the OC gives a closing speech lasting a maximum of three minutes
- The FISU President or his/her representative gives a closing speech lasting a maximum of three minutes and declares the closure of the FISU World University Games
- Playing of the FISU Anthem and lowering of the FISU Flag
- Handing over of the FISU Flag to the highest authority of the next host



#### *Handing over of the FISU Flag*

- Presentation of the next FISU World University Games which includes a speech in English from the next organiser's highest authority present lasting a maximum of three minutes. Presenter shall be the same than for the flag handover
- Cultural programme
- Extinguishing of the cauldron of the FISU World University Games

#### **11.7.3.2. March Pass**

With respect to the march pass, the delegations will march in the FISU country protocol order<sup>69</sup> or in the host country's language alphabetical order (subject to approval by FISU) with the host country marching last. The flags of participating delegations, as well as the placards, will be provided by the OC and will all be of the same size.

#### Information to delegations

The OC is responsible for informing all participants and to control the smooth running of the march pass. The following information is to be shared with all participating FISU Member and non-Member Associations at the HoD meeting in Spring/Autumn, in the HoD Manual and repeated during the pre-opening/closing ceremony HoD meetings:

<sup>69</sup> See [Annexe 12.4](#)

OPENING CEREMONY	CLOSING CEREMONY
Bags, sport equipment are strictly prohibited	
Only phones and cameras are allowed	
Marching athletes and delegation officials must wear their official delegation uniform (dressing up is not permitted)	
Banners are forbidden (and will be seized)	
Delegations can only carry their own country flag	
Only (fully accredited) delegation members can take part in the march pass <sup>70</sup>	
	“Thank you” banners are allowed, but must be submitted to FISU for approval four days prior to the closing ceremony

### Flags

All flags must be of the same size and respect the official design as presented in the FISU Flag Guidelines. Flags’ designs must be presented for approval to FISU three months prior to the event, or at the latest before they are sent for production. All flags will be checked once again by FISU three days prior to the opening ceremony for final approval.

In regard to the closing ceremony, the same flags can be used again.

### Placards

The placards displaying the country names should include the following information:

- Full name of the country in English<sup>71</sup>
- Full name of the country in the host country’s official language
- FISU Logo
- OC Logo

The design of the placards is at the liberty of the OC but must be submitted to FISU for approval three months prior to the event. As for the flags the original placards will be checked by a representative of the FISU General Secretariat onsite three days prior to the ceremony.

#### **11.7.3.3. Speeches**

During the ceremony, all speeches must be presented or translated (orally or/and in writing – screen) in English.

The OC must transmit to FISU all the speeches planned during the ceremonies (including the master of ceremony) at least one month prior to the ceremony and inform FISU of the deadline to receive the FISU speeches.

During the speeches, no symbol will be shown on screens or on the stage and nothing will be added for the viewers except for the speaker and/or the text of the speech.

<sup>70</sup> Delegation attachés are not entitled to march with the delegations.

<sup>71</sup> See [Annexe 12.4](#)

#### 11.7.4. Teams Presentation

In a certain number of team sports, it is tradition to introduce the teams to each other before the game starts. FISU allows the display of country flags on the field, as well as of any other banner that is of tradition for the concerned International Federation (IF). National anthems that are usually played must be replaced with the FISU Anthem<sup>72</sup>.

All team presentation rundowns must be submitted to FISU for approval at the latest three months prior to the event. FISU might be able to provide rundown templates to the OC.

#### 11.7.5. Flower Ceremonies

According to the tradition of some sports (mainly snow sports) and IFs, flower ceremonies are held immediately at the very end of some events in the finish area without podium and backdrop. The podium is replaced by a lightweight and mobile structure (ex. V board, picture hereinafter). Flower ceremonies are official ceremonies in FISU Games, but they do not require any specific protocol to be followed. The protocol should be chosen by the OC after discussion with the FISU General Secretariat as it is often subject to TV Live Broadcasting.

The OC is free to apply the same pattern than the procedure for the official medal ceremonies (the FISU Anthem will not be played) in accordance with the traditions of the IFs. The procedure and the equipment used shall be submitted to FISU for approval at the latest three months before the event.



*Flower ceremony - V board*

#### 11.7.6. Medal Ceremonies

Medal ceremonies are organised for all FISU Games, to award medals to the top athletes.

The schedule, location and transportation plan regarding the medal ceremonies must be elaborated under FISU supervision and submitted for approval at the latest three months prior to the event.

The final detailed schedule of medal ceremonies should be provided by the OC before the beginning of the FISU Games; in case of any change in the schedule, the FISU General Secretariat must be immediately informed as well as all other stakeholders (broadcasters, delegations, etc.).<sup>73</sup>

Rehearsals must be planned in every medal ceremony venue prior to the start of the FISU Games/ sport event with the attendance of the FISU relevant representative and the complete awarding team. FISU representatives must be allowed to enter all areas of the venue.

<sup>72</sup> FISU Anthem is just played once for both teams at the same time.

<sup>73</sup> When scheduled right after the sport event, the medal ceremony has priority over doping control.

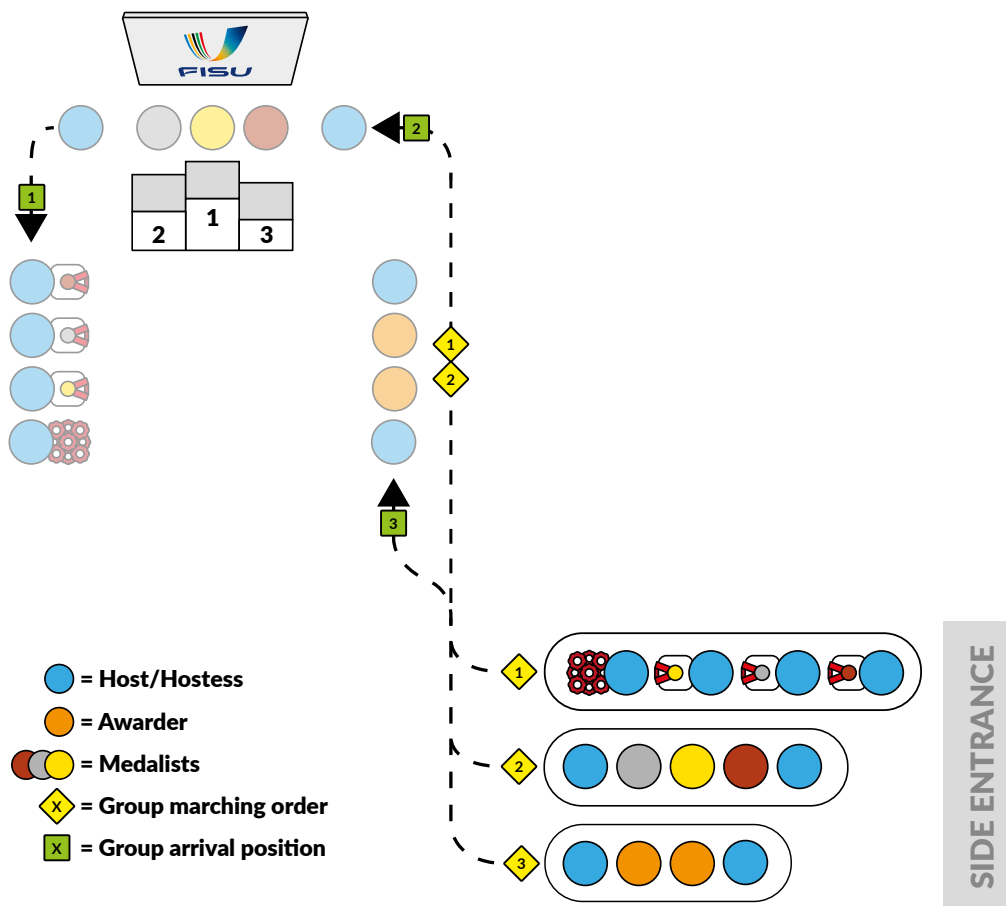
### 11.7.6.1. Protocol Rundown

For all medal ceremonies, the following protocol must be respected. Announcements shall always be in English first, followed by the host country language if desired. For the detailed rundown and texts, please refer to [Annexe 12.5](#).

- Speaker's first announcement (when all participants are ready to start)
- Marching music - Entrance music
- Entrance of the hosts/hostesses, awarders (FISU and OC authorities) and medallists

Example of entrance order when the entrance is from the side of the podium:

- The hosts/hostesses bearing the medals and flowers/mascots/gifts
- The hosts/hostesses for the medallists
- The silver medallist
- The gold medallist
- The bronze medallist
- The hosts/hostesses for the awarders
- The awarders for the medals and flowers/mascots/gifts

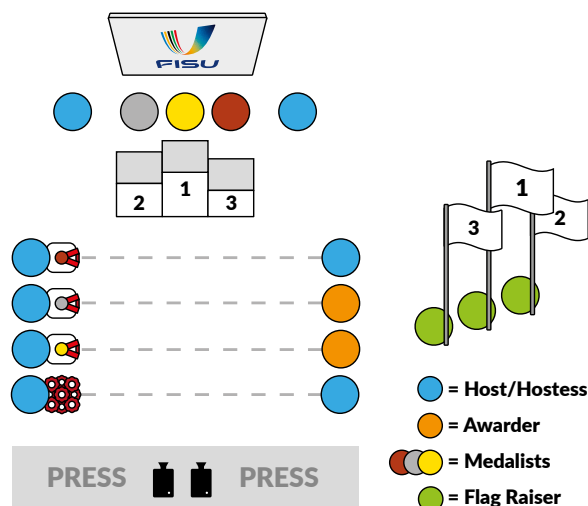


Position of the persons in the awarding area:

- The hosts/hostesses bearing the medals and flowers/mascots/gifts stand on the right of the podium
- The medallists with the hosts/hostesses stand behind the podium
- The awarders with the hosts/hostesses stand on the left of the podium

**The entrance order and the positions are to be decided between FISU and the OC. Indeed, the most important is the coherence of the order, taking the place of the podium and the location of the entrance into consideration.**

- Awarding of the athletes
- Speaker's announcement for the beginning of the FISU Anthem
- FISU Anthem – Gaudeamus Igitur – and hoisting of the flags



*Position in the awarding area*

**All participants at the ceremonies are required to face the flags while they are being raised and the FISU Anthem is being played.**

**Official photographs of the medallists with and without awarders must be taken before they depart from the zone of the ceremony.**

- Exit of the hosts/hostesses, awarders, and medallists

At the end of the performance of the FISU Anthem, the exit order is the following:

- The hosts/hostesses with the awarders
- The hosts/hostesses with the medallists
- The hosts/hostesses who bore the medals and flowers/mascots/gifts
- Speaker's final announcement

The above-mentioned procedure may be adapted in respect to each sport's awarding traditions and shall be reviewed by the FISU General Secretariat.

## 11.7.6.2. Participants

### Medallists

The OC must inform medallists and HoD of the location and time of the medal ceremonies, gather medallists and check their names and ranking in the official results, along with their nationality.

The medallists of each event must attend their respective medal ceremony.

In case one or two medallists are unable to attend, the medals and flowers/mascots/gifts are handed to an official of the relevant delegation. The official will attend the medal ceremony instead of the athlete. He/she must be dressed in the delegation's official outfit. He/she must not mount the podium but stand behind it. The awarders will hand the medal and flowers/mascot/gift over the podium. During the FISU Anthem, the delegation official stands behind the podium.

In case none of the medallists (athletes/teams) can be present, the ceremony is postponed. An alternative solution is agreed between FISU and the OC.

The medallists are expected to attend the ceremony in the uniforms they wore at the opening ceremony but are also allowed to attend the official ceremony wearing sports uniforms when the ceremony takes place immediately after the sport event.

The medallists are not allowed to take any national flag or any other national, cultural or religious symbol on the podium and are expected to take off caps and sunglasses when receiving the medal – kept it in hand throughout the ceremony (i.e. playing of the FISU Anthem and raising of the flags).

Medallists must remain at disposal of the media representatives after the medal ceremony.

### Awarders

Awarders will be nominated by the OC and FISU separately. The OC shall provide the names of the OC representatives 48 hours before each ceremony to the FISU responsible and will be informed by FISU 24 hours in advance on the FISU awarders.

SPORT EVENT	NUMBER OF AWARDERS PER EVENT
Individual or team events and Curling	one FISU / one OC
Team sports	two FISU / two OC

Once confirmed, the awarders must be invited in writing respectively by the OC and FISU. The invitation shall enclose information such as the time and place of the ceremony and contact details of the person in charge in case of need.

A VIP area/zone shall be set up close to the awarding site, where awarders can meet, get briefed and prepare to enter the stage. If not already planned in the lay-out of the awarding site, it would be preferable that this area be indoor to provide a shelter against weather conditions (snow, rain, sun, etc.). The OC is advised to check the names, titles and functions of the authorities and relay this information to the speaker.

The OC shall invite the authorities to leave the VIP area/zone 10 minutes before the ceremony.

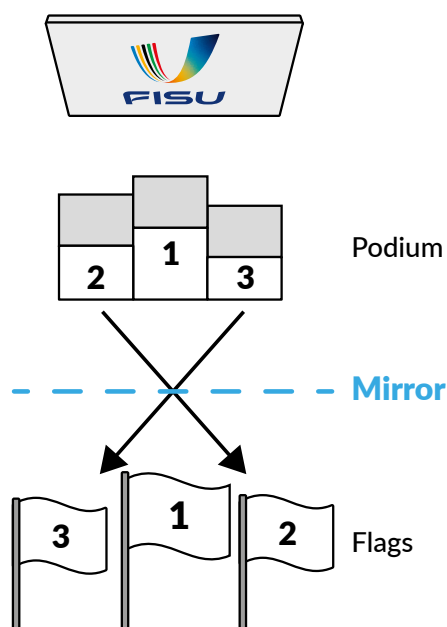
The dress code for all awarders must be decided between the OC and FISU at the latest one month prior to the start of the FISU Games. The chosen dress code will be informed to all awarders in due time. For all medal ceremonies, the dress code must be respected by both FISU and the OC.

### 11.7.6.3. Awarding Site

The site for the medal ceremony should be carefully planned, in collaboration with other functions, e.g. Venue Management, Broadcasting, Sports, etc.

Even though the design may vary depending on the events / sports, the awarding site shall include the following elements:

- **Podium:** See the FISU Brand Book
- **Backdrop:** The use of backdrops is to be confirmed with the FISU General Secretariat. The general idea is for podium backgrounds to be clean (no wall, etc.). For more information, see the FISU Brand Book
- **Raising of country flags:** One flagpole/trapeze per athlete/couple/pair/team on the podium. The flagpole of the gold medallist must be higher than all others. In the event that the venue does not allow for the installation of flagpoles (i.e., indoor venues), the flags are raised on a trapeze rigged from the ceiling of the venue. In both situations, careful consideration needs to be given to the positioning of the flagpoles/trapeze so that the medallists are facing the flags as they are raised and that the flags are in their direct view. Flags shall be placed to mirror the ranking of the athletes on the podium
- **Media:** A delimited area in front of the podium must be reserved for media representatives, which must not interfere in the procedure of the ceremony and/or step inside the awarding area



Considering there may be a tie or two bronze medallists in some sports, the OC shall foresee the possibility to display more than one flag for each colour (bronze, silver, gold), as well as to the needs of adjusting the number and place of medallists on the podium. It is not allowed to hang two flags on the same pole or on top of each other on the same trapeze.

For the snow sports of the **Winter edition** of the FISU Games given that the flower ceremonies are held on site just after the competitions, the medal ceremonies can take place in the evening of the day when the events were held, **on a "medal plaza"**. If agreed, the athletes' accommodation venues and the distance to competition venues must be taken into consideration.

## 11.8. AWARDS

### 11.8.1. Medals

Medals must be awarded to the medallists of all FISU Games sport events on the day when it takes place.

The Organising Committee is responsible for the cost of all medals and other flowers/mascots/gifts<sup>74</sup>, the design of which must be approved by the FISU General Secretariat at the latest 12 months prior to the event.

#### 11.8.1.1. Design

Please refer to the FISU Brand Book for all information regarding the designing of the medals and lanyards.

#### 11.8.1.2. Quantity

The OC shall provide medals according to the number of medal events.

The medals shall be awarded as follows:



**First**  
Gold/Gold gilt medal



**Second**  
Silver/Silver gilt medal



**Third**  
Bronze medal

The number of medallists per event follows the regulations of each sport.

In specific sports, where required by the International Federation (IF) regulations, two bronze medals will be awarded. The detailed rules for this procedure will comply with the rules of the appropriate IF and will be confirmed by the FISU General Secretariat.

In most cases, the rule is:

Individual sports / Team events	Athletes/teams ranked one to three
Team sports	Teams ranked one to three



**Only athletes receive medals and take part in the medal ceremony.**

Any other interpretation of these rules shall be the decision of FISU.

The OC shall provide, before the start of all sport events, FISU with additional sets of medals to allow FISU to cope with any possible change in results as follows:

20 sets<sup>75</sup>

10 sets<sup>74</sup>

<sup>74</sup> The OC is to decide which of these items will be awarded to athletes.

<sup>75</sup> One set includes one gold, one silver and one bronze medal.



### 11.8.2. Special Awards

- Awards in addition to medals may be made only upon FISU approval
- Special awards are distributed in several sports. FISU has respect for these traditions but considers that the awards should not be presented in the frame of the official protocol. The award presentation, especially the moment, must be approved by the highest FISU authority present at the FISU Games

### 11.8.3. FISU Golden Pin and Diploma

The FISU Golden Pin and **Diploma** are awards acknowledging the outstanding performances and achievements of the winner of each sport event at the FISU Games. **Both awards are presented in a box** and given at the same time than the gold medal to the winner by the FISU representative. **The diploma is to be filled in by the OC's medal ceremony** representative onsite before the medal ceremony. The box shall be placed open on the tray next to the gold medal.

The FISU Golden Pin and Diploma are produced and financed by FISU and given to the OC before the start of the FISU Games.

## 11.9. DIPLOMAS

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For all FISU Games, official diplomas must be prepared by the Organising Committee as explained in the FISU Brand Book. Where the content must follow the guidelines provided by FISU, the design of the diplomas is at the liberty of the OC<sup>76</sup>. The diplomas must be submitted to the FISU General Secretariat for approval prior to production but at the latest three months prior to the FISU Games.

Diplomas are not distributed to medallists at the medal ceremony. They are handed to the Head of Delegation or an appointed representative of each delegation in the FISU Games Village or hotel before the end of the FISU Games.

Templates of diplomas are provided by the FISU General Secretariat.

The OC shall provide FISU with 30 hard blank copies and the template digital file in Word format of each produced diploma to allow FISU to cope with any possible change in results (e.g. further to doping control).

*For examples of diplomas, please refer to [Annexe 12.9](#).*

### 11.9.1. Diploma of Participation

All accredited delegation members will receive a diploma.

### 11.9.2. Diploma of Honour

For individual events, the first eight athletes will receive a diploma.

For team events, athletes of the first eight teams at the Summer edition of the FISU World University Games and the first six teams at the Winter edition will receive a personal diploma mentioning his/her name and the team ranking. One additional diploma is prepared for the team.

For team sports, athletes of the first eight teams at the Summer edition of the FISU World University Games and the first six teams at the Winter edition will receive a personal diploma mentioning his/her name and the team ranking. One additional diploma is prepared for the team.

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<sup>76</sup> Except for FISU Golden Pin Diploma. See Chapter [11.8.3. FISU Golden Pin and Diploma](#) for more information.

### 11.9.3. Diploma of Merit

For team sports, the officials of medallist teams, that are mentioned on the match sheet of their respective final game, will be awarded with a diploma.

### 11.9.4. Golden Pin Diploma

Please refer to [chapter 11.8.3](#) for more information.

### 11.9.5. Diploma of FISU Record

Individual athletes breaking an official FISU Record in a FISU Championships/Games/World Cups sport event will receive a diploma. The diploma is prepared by the FISU General Secretariat and sent to the NUSFs after the FISU Games.

Team event athletes breaking an official FISU Record in a FISU Championships/Games/World Cups sport event will receive a personal diploma mentioning his/her name and the team's result. One additional diploma is prepared for the team. The diploma is prepared by the FISU General Secretariat and sent to the NUSFs after the FISU Games.

### 11.9.6. Volunteer Diploma

It is recommended as a token of appreciation and for potential future career opportunities that the OC provide all people who volunteered for the event with a diploma, reflecting their tasks and involvement for the FISU Games.



# 12. ANNEXES

## 12.1. LIST OF EC MEMBERS

The Protocol order of EC Members for the term 2019 – 2023

POSITION	NAME	GENDER	COUNTRY
FISU Acting President	Leonz EDER	M	SUI
Vice President	Marian DYMALSKI	M	POL
Vice President	Luciano CABRAL	M	BRA
Vice President	Peninnah Kabenge ALIGAWESA	F	UGA
Vice President	Zhen SHEN	M	CHN
Treasurer	Bayasgalan DANZANDORJ	M	MGL
Senior EC Member	Verena BURK	F	GER
EC Member	Kemal TAMER	M	TUR
EC Member	Omar Abdulaziz AL-HAI	M	UAE
EC Member	Hisato IGARASHI	M	JPN
EC Member	Leopold SENGHOR	M	SEN
EC Member	Kenny CHOW	M	HKG
EC Member	Rosaura MENDEZ GAMBOA	F	CRC
EC Member	Byong-Jin YOU	M	KOR
EC Member	Kairat ZAKIRYANOV	M	KAZ
EC Member	Delise O'MEALLY	F	USA
EC Member	Marko ZUNIC	M	CRO
EC Member	Martin DOULTON	M	AUS
EC Member	Gabriel Anicet KOTCHOFA	M	BEN
EC Member	Lorenzo LENTINI	M	ITA
EC Member	Emiliano OJEA	M	ARG
EC Member	Ching Yu TSENG	M	TPE
EC member - AUSF Representative	Yanqing XUE	M	CHN
EC member - EUSA Representative	Adam ROCZEK	M	POL
EC member - FASU Representative	Nomsa MAHLANGU	F	RSA
EC member - FISU America Representative	Alim Rachid MALUF NETO	M	BRA
EC member - FISU Oceania Representative	David SCHMUDE	M	AUS

For more information on FISU's Governance and Structure, please visit the official FISU website on [www.fisu.net](http://www.fisu.net).

## 12.2. FISU FAMILY AND FISU GUESTS CATEGORIES AT FISU WORLD UNIVERSITY GAMES

<b>FISU FAMILY</b> (≈300 Summer, ≈160 Winter)	
<b>VVIP/VIP</b> (≈70 Summer, ≈60 Winter)	<b>Operational members</b> (≈200 Summer, ≈100 Winter)
<b>Members status:</b> A Gold, B Silver  <b>Accompanying persons status:</b> AG Gold, GG Gold, G Silver, GG Silver	<b>Members status:</b> B Silver, B White  <b>Accompanying persons status:</b> BG Silver
<ul style="list-style-type: none"> <li>• FISU Executive Committee Members (President, First Vice-President, Vice Presidents, Treasurer, FISU Senior Executive Committee Member, FISU EC Members)</li> <li>• FISU Secretary General</li> <li>• Chairs of FISU Committees</li> <li>• FISU Honorary/Emeritus members</li> <li>• FISU Directors</li> </ul>	<ul style="list-style-type: none"> <li>• FISU staff</li> <li>• FISU external consultants</li> <li>• FISU Committees Members</li> <li>• IF Technical Delegates</li> </ul>

<b>FISU GUESTS</b> (≈300 Summer, ≈140 Winter)	
<b>VVIP/VIP</b> (≈220 Summer, ≈100 Winter)	<b>Guests</b> (≈100 Summer, ≈40 Winter)
<b>Members status:</b> A Gold, G Gold, G Silver  <b>Accompanying persons status:</b> AG Gold, GG Gold, GG Silver	<b>Members status:</b> G Silver, O white  <b>Accompanying persons status:</b> GG Silver, O white
<ul style="list-style-type: none"> <li>• FISU President's guests</li> <li>• Continental University Sports Federations Presidents and/or Secretary Generals</li> <li>• IOC President and/or Secretary General and IOC Members</li> <li>• IFs Presidents and/or Secretary Generals</li> <li>• IOs and NOCs Presidents and/or Secretary Generals</li> <li>• NUSF representatives (Presidents and/or Secretary General, foreign rectors, foreign ministers, head of regions, mayors)</li> <li>• FISU Partners and Sponsors</li> <li>• Future OCs representatives (max 5 per delegation)</li> <li>• Any additional guest for whom a special request is made to the FISU President and SG/CEO for approval</li> </ul>	<ul style="list-style-type: none"> <li>• IFs representatives</li> <li>• IOs and NOCs representatives</li> <li>• Speakers (FISU Conference)</li> <li>• Representatives of future FISU events OCs and BCs</li> <li>• Observers</li> </ul>

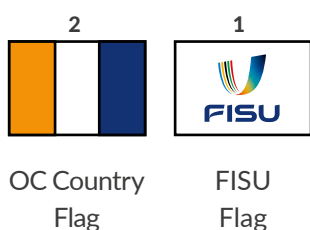
## 12.3. DISPLAY OF PROTOCOL FLAGS

The following layouts are to be respected for all FISU events. In exceptional circumstances, upon FISU's approval, the layout can be modified. Requests must be sent to FISU at the latest three months prior to the event.

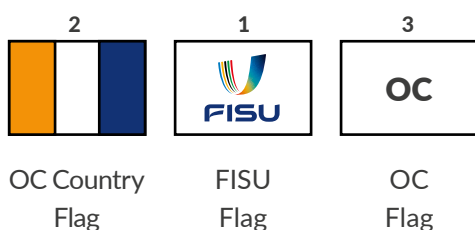
Status is shown by the numbers (1 is the highest status, 2 is the next one and so one). The below schemes are as you would see the flags when facing them.

### 12.3.1. All FISU events<sup>77</sup>

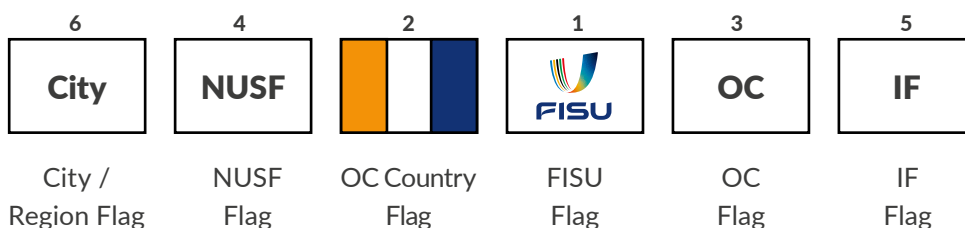
#### Scheme 1 Two flags



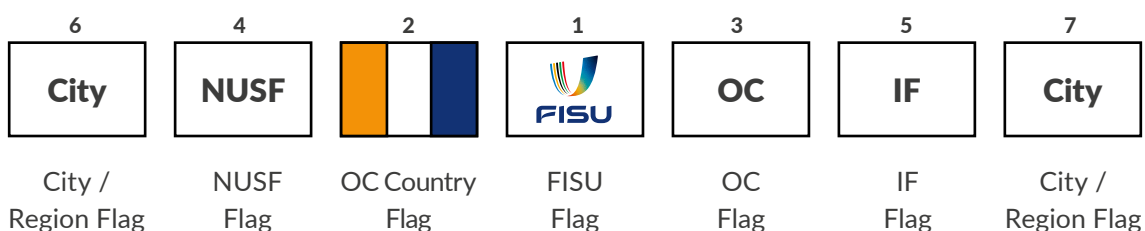
#### Scheme 2 Three flags



#### Scheme 3 Even number of flags



#### Scheme 4 Odd number of flags

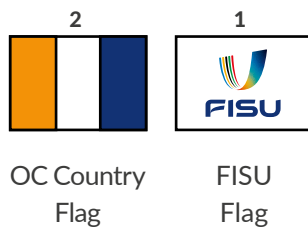


<sup>77</sup> Except for FISU World Cups.

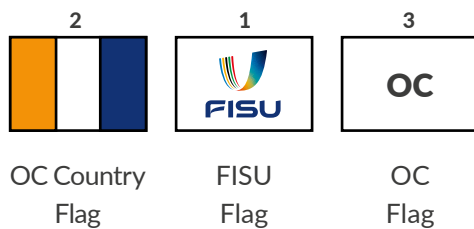


### 12.3.2.FISU World Cups

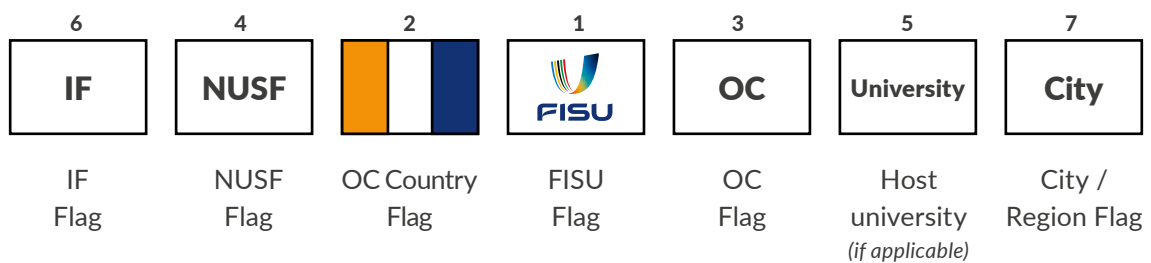
#### Scheme 1 Two flags



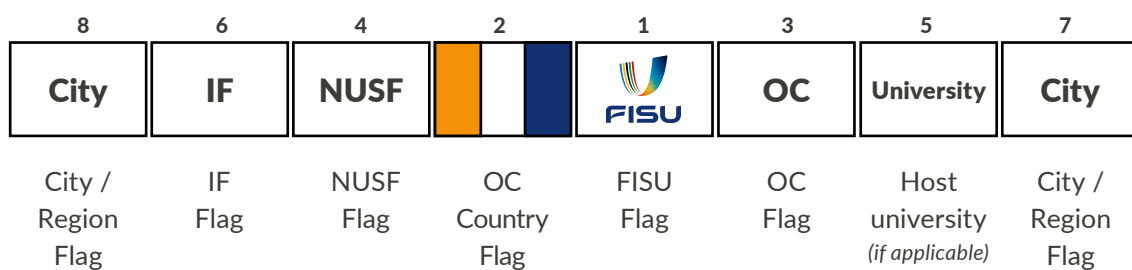
#### Scheme 2 Three flags



#### Scheme 3 Odd number of flags



#### Scheme 4 Even number of flags



## 12.4. FISU COUNTRY PROTOCOL ORDER

COUNTRY CODE	COUNTRY
AFG	Afghanistan
AHO	Curaçao
ALB	Albania
ALG	Algeria
AND	Andorra
ANG	Angola
ANT	Antigua and Barbuda
ANU	Anguilla
ARG	Argentina
ARM	Armenia
ARU	Aruba
ASA	American Samoa
AUS	Australia
AUT	Austria
AZE	Azerbaijan
BAH	Bahamas
BAN	Bangladesh
BAR	Barbados
BDI	Burundi
BEL	Belgium
BEN	Benin
BER	Bermuda
BHU	Bhutan
BIH	Bosnia and Herzegovina
BIZ	Belize
BLR	Belarus
BOL	Bolivia
BOT	Botswana
BRA	Brazil
BRN	Bahrain
BRU	Brunei Darussalam

COUNTRY CODE	COUNTRY
BUL	Bulgaria
BUR	Burkina Faso
CAF	Central African Republic
CAM	Cambodia
CAN	Canada
CAY	Cayman Islands
CGO	Congo
CHA	Chad
CHI	Chile
CHN	People's Republic of China
CIV	Côte d'Ivoire
CMR	Cameroon
COD	Democratic Republic of the Congo
COK	Cook Islands
COL	Colombia
COM	Comoros
CPV	Cape Verde
CRC	Costa Rica
CRO	Croatia
CUB	Cuba
CYP	Cyprus
CZE	Czech Republic
DEN	Denmark
DJI	Djibouti
DMA	Dominica
DOM	Dominican Republic
ECU	Ecuador
EGY	Egypt
ERI	Eritrea
ESA	El Salvador
ESP	Spain
EST	Estonia

COUNTRY CODE	COUNTRY
ETH	Ethiopia
FIJ	Fiji
FIN	Finland
FRA	France
FSM	Federated States of Micronesia
GAB	Gabon
GAM	Gambia
GBR	United Kingdom of Great Britain and Northern Ireland
GBS	Guinea-Bissau
GEO	Georgia
GEQ	Equatorial Guinea
GER	Germany
GHA	Ghana
GRE	Greece
GRN	Grenada
GUA	Guatemala
GUI	Guinea
GUM	Guam
GUY	Guyana
HAI	Haiti
HKG	Hong Kong, China
HON	Honduras
HUN	Hungary
INA	Indonesia
IND	India
IRI	Islamic Republic of Iran
IRL	Ireland
IRQ	Iraq
ISL	Iceland
ISR	Israel
ISV	United States Virgin Islands
ITA	Italy

COUNTRY CODE	COUNTRY
IVB	British Virgin Islands
JAM	Jamaica
JOR	Jordan
JPN	Japan
KAZ	Kazakhstan
KEN	Kenya
KGZ	Kyrgyzstan
KIR	Kiribati
KOR	Republic of Korea
KOS	Kosovo
KSA	Saudi Arabia
KUW	Kuwait
LAO	Lao People's Democratic Republic
LAT	Latvia
LBA	Libya
LBN	Lebanon
LBR	Liberia
LCA	Saint Lucia
LES	Lesotho
LIE	Liechtenstein
LTU	Lithuania
LUX	Luxembourg
MAC	Macau, China
MAD	Madagascar
MAR	Morocco
MAS	Malaysia
MAW	Malawi
MDA	Republic of Moldova
MDV	Maldives
MEX	Mexico
MGL	Mongolia
MHL	Marshall Islands

COUNTRY CODE	COUNTRY
MKD	Republic of North Macedonia
MLI	Mali
MLT	Malta
MNE	Montenegro
MNT	Montserrat
MON	Monaco
MOZ	Mozambique
MRI	Mauritius
MTN	Mauritania
MYA	Myanmar
NAM	Namibia
NCA	Nicaragua
NED	Netherlands
NEP	Nepal
NGR	Nigeria
NIG	Niger
NMI	Northern Mariana Islands
NOR	Norway
NRU	Nauru
NZL	New Zealand
OMA	Oman
PAK	Pakistan
PAN	Panama
PAR	Paraguay
PER	Peru
PHI	Philippines
PLE	Palestine
PLW	Palau
PNG	Papua New Guinea
POL	Poland
POR	Portugal
PRK	Democratic People's Republic of Korea

COUNTRY CODE	COUNTRY
PUR	Puerto Rico
QAT	Qatar
ROU	Romania
RSA	South Africa
RUS	Russian Federation
RWA	Rwanda
SAM	Samoa
SEN	Senegal
SEY	Seychelles
SGP	Singapore
SKN	Saint Kitts and Nevis
SLE	Sierra Leone
SLO	Slovenia
SMR	San Marino
SOL	Solomon Islands
SOM	Somalia
SRB	Serbia
SRI	Sri Lanka
SSD	South Sudan
STP	São Tomé and Príncipe
SUD	Sudan
SUI	Switzerland
SUR	Suriname
SVK	Slovakia
SWE	Sweden
SWZ	Kingdom of Eswatini
SYR	Syrian Arab Republic
TAN	United Republic of Tanzania
TGA	Tonga
THA	Thailand
TJK	Tajikistan
TKM	Turkmenistan

COUNTRY CODE	COUNTRY
TKS	Turks-and-Caicos Islands
TLS	Timor-Leste
TOG	Togo
TPE	Chinese Taipei
TTO	Trinidad and Tobago
TUN	Tunisia
TUR	Turkey
TUV	Tuvalu
UAE	United Arab Emirates
UGA	Uganda
UKR	Ukraine
URU	Uruguay
USA	United States of America
UZB	Uzbekistan
VAN	Vanuatu
VEN	Bolivarian Republic of Venezuela
VIE	Vietnam
VIN	Saint Vincent and the Grenadines
YEM	Yemen
ZAM	Zambia
ZIM	Zimbabwe



## 12.5. MEDAL CEREMONY SCRIPTS

For all ceremonies, the official language is English. While it is accepted by FISU that the national language is used, all announcements must be said in English first.

### 12.5.1. Individual sports

- Texts in black are the steps to be respected during the medal ceremonies
- Text in colour (**blue** and **green**) is the script to be said by the speaker
- **Text in green must be completed according to the sport event, official results, and FISU information**

For the public to stay for the medal ceremonies after the sport events, the speaker must announce right after the finish that the ceremony will start in five minutes.

For medal ceremonies taking place later and, in another location, the speaker shall inform spectators right after the finish of the sport event, of the time and place where it will happen.

- **Music**
- **Speaker's first announcement** (when all participants are ready to start)  
**Ladies and Gentlemen, we are now going to begin the medal ceremony for the "sport and sport event"**. (e.g.: Alpine Skiing – Slalom Women)
- **Marching music - Entrance music**
- **Entrance of the hosts/hostesses, awarders (FISU and OC authorities) and medallists**
- **Speaker's presentation of medals and flowers/mascots/gifts<sup>78</sup> awarders**  
 (when everybody is in position)  
**The medals will be presented by "Name and title of the FISU authority" and the flowers/mascots/gifts will be presented by "Name and title of the OC authority"**
- **Speaker's announcement for the awarding of the bronze medal**  
**Third place and bronze medallist representing "Country"** (FISU Championships/Games) or **"University"** (FISU World Cups), **"Name of medallist"**
- **The host/hostess with the medals approaches the podium** (when the medallist is on the podium) **and the FISU authority at the same time does the same. The FISU authority gives the medal and then both go back to their place**

**The host/hostess with the flowers/mascots/gifts approaches the podium and the OC authority at the same time does the same. The OC authority gives the flowers/mascot/gift and then both go back to their place**

<sup>78</sup> The OC is to decide which of these items will be awarded to athletes.

- **Speaker's announcement for the awarding of the silver medal**  
Second place and silver medallist representing "Country" (FISU Championships/Games) or "University" (FISU World Cups), "Name of the medallist"
- **The host/hostess with the medals approaches the podium** (when the medallist is on the podium) **and the FISU authority at the same time does the same. The FISU authority gives the medal and then both go back to their place**

The host/hostess with the flowers/mascots/gifts approaches the podium and the OC authority at the same time does the same. The OC authority gives the flowers/mascot/gift and then both go back to their place

- **Speaker's announcement for the awarding of the gold medal**  
First place, gold medallist and "Name of the FISU event", "sport and sport event" (e.g: Lake Placid 2023 FISU World University Games Alpine Skiing Slalom Women)  
Champion, representing "Country" (FISU Championships/Games) or "University" (FISU World Cups), "Name of the medallist"
- **The host/hostess with the medals and FISU Golden Pin (FISU Games only) approaches the podium** (when the medallist is on the podium) **and the FISU authority at the same time does the same. The FISU authority gives the medal and the FISU Golden Pin (FISU Games only), and then both go back to their place**

The host/hostess with the flowers/mascots/gifts approaches the podium and the local authority at the same time does the same. The local authority gives the flowers/mascot/gift and then both go back to their place

- **Speaker's announcement**  
Ladies and Gentlemen, please rise for the FISU Anthem
- **FISU Anthem - Gaudeamus Igitur - and hoisting of the flags**
- **Official photographs of the medallists with and without awarders**
- **Marching music - Exit music**
- **Exit of hosts/hostesses, authorities, and medallists**
- **Speaker's final announcement**  
Ladies and Gentlemen, this concludes the medal ceremony for the "sport and sport event" (e.g.: Alpine Skiing - Slalom Women)

## 12.5.2. Team events

- Texts in black are the steps to be respected during the medal ceremonies
- Text in colour (**blue** and **green**) is the script to be said by the speaker
- **Text in green must be completed according to the sport event, official results, and FISU information**

For the public to stay for the medal ceremonies after the sport events, the speaker must announce right after the finish that the ceremony will start in 5 minutes.

For medal ceremonies taking place later and, in another location, the speaker shall inform spectators right after the finish of the sport event, of the time and place where it will happen.

- **Music**
- **Speaker's first announcement** (when all participants are ready to start)  
Ladies and Gentlemen, we are now going to begin the medal ceremony for the "sport and sport event". (e.g.: Orienteering – Mixed Team Relay)
- **Marching music - Entrance music**
- **Entrance of the hosts/hostesses, awarders (FISU and OC authorities) and medallists**
- **Speaker's presentation of medals and flowers/mascots/gifts<sup>79</sup> awarders**  
(when everybody is in position)  
The medals will be presented by "Name and title of the FISU authority" and the flowers/mascots/gifts will be presented by "Name and title of the OC authority"
- **Speaker's announcement for the awarding of the bronze medals**  
Third place and bronze medallists representing "Country" (FISU Championships/Games) or "University" (FISU World Cups)", "Name of medallists" (always starting with the woman(en) for mixed gender sport events)
- **The host/hostess with the medals approaches the podium** (when the medallists are on the podium) **and the FISU authority at the same time does the same. The FISU authority gives the medals and then both go back to their place**
- **The host/hostess with the flowers/mascots/gifts approaches the podium and the OC authority at the same time does the same. The OC authority gives the flowers/mascots/gifts and then both go back to their place**

<sup>79</sup> The OC is to decide which of these items will be awarded to athletes.

- **Speaker's announcement for the awarding of the silver medals**  
 Second place and silver medallists representing "Country" (FISU Championships/Games) or "University" (FISU World Cups), "Name of the medallists" (always starting with the woman(en) for mixed gender sport events)
- **The host/hostess with the medals approaches the podium** (when the medallists are on the podium) **and the FISU authority at the same time does the same. The FISU authority gives the medals and then both go back to their place**
- **The host/hostess with the flowers/mascots/gifts approaches the podium and the OC authority at the same time does the same. The OC authority gives the flowers/mascots/gifts and then both go back to their place**
- **Speaker's announcement for the awarding of the gold medals**  
 First place, gold medallists and "Name of the FISU event", "sport and sport event" (e.g: Biel/Bienne and Oberraargau 2022 FISU World University Championship Orienteering Mixed Team Relay) **Champions, representing "Country"** (FISU Championships/Games) or "University" (FISU World Cups), "Name of the medallists" (always starting with the woman(en) for mixed gender sport events)
- **The host/hostess with the medals and FISU Golden Pins (FISU Games only) approaches the podium** (when the medallists are on the podium) **and the FISU authority at the same time does the same. The FISU authority gives the medals and the FISU Golden Pins (FISU Games only), and then both go back to their place**
- **The host/hostess with the flowers/mascots/gifts approaches the podium and the local authority at the same time does the same. The local authority gives the flowers/mascots/gifts and then both go back to their place**
- **Speaker's announcement**  
 Ladies and Gentlemen, please rise for the FISU Anthem
- **FISU Anthem – Gaudeamus Igitur – and hoisting of the flags**
- **Official photographs of the medallists with and without awarders**
- **Marching music – Exit music**
- **Exit of hosts/hostesses, authorities, and medallists**
- **Speaker's final announcement**  
 Ladies and Gentlemen, this concludes the medal ceremony for the "sport and sport event" (e.g.: Orienteering – Mixed Team Relay)

### 12.5.3. Team sports

- Texts in black are the steps to be respected during the medal ceremonies
- Text in colour (**blue** and **green**) is the script to be said by the speaker
- **Text in green must be completed according to the sport event, official results, and FISU information**

For the public to stay for the medal ceremonies after the sport events, the speaker must announce right after the finish that the ceremony will start in 5 minutes.

For medal ceremonies taking place later and, in another location, the speaker shall inform spectators right after the finish of the sport event, of the time and place where it will happen.

- **Music**
  - **Speaker's first announcement** (when all participants are ready to start)  
Ladies and Gentlemen, we are now going to begin the medal ceremony for the "sport and sport event". (e.g.: Rugby Sevens - Women)
  - **Marching music - Entrance music**
  - **Entrance of the hosts/hostesses, awarders (FISU and OC authorities) and medallists**
  - **Speaker's presentation of medals and flowers/mascots/gifts<sup>80</sup> awarders**  
(when everybody is in position)  
The medals will be presented by "Name(s) and title(s) of the FISU authority(ies)" and the flowers/mascots/gifts will be presented by "Name(s) and title(s) of the OC authority(ies)"
  - **Speaker's announcement for the awarding of the bronze medals**  
Third place and bronze medallists representing "Country" (FISU Championships/ Games) or "University" (FISU World Cups)", "Names of medallists" in order of cap/jersey numbers
  - **The host(s)/hostess(es) with the medals approach(es) the podium** (when the medallists are on the podium) **and the FISU authority(ies) at the same time do(es) the same. The FISU authority(ies) give(s) the medals and then both go back to their place(s)**
- The host(s)/hostess(es) with the flowers/mascots/gifts approach(es) the podium and the OC authority(ies) at the same time do(es) the same. The OC authority(ies) give(s) the flowers/mascots/gifts and then both go back to their place(s)**

<sup>80</sup> The OC is to decide which of these items will be awarded to athletes.

- **Speaker's announcement for the awarding of the silver medals**  
Second place and silver medallists representing "Country" (FISU Championships/Games) or "University" (FISU World Cups), "Names of medallists" in order of cap/jersey numbers
- **The host(s)/hostess(es) with the medals approach(es) the podium** (when the medallists are on the podium) and the FISU authority(ies) at the same time do(es) the same. The FISU authority(ies) give(s) the medals and then both go back to their place(s)

The host(s)/hostess(es) with the flowers/mascots/gifts approach(es) the podium and the OC authority(ies) at the same time do(es) the same. The OC authority(ies) give(s) the flowers/mascots/gifts and then both go back to their place(s)

- **Speaker's announcement for the awarding of the gold medals**  
First place, gold medallists and "Name of the FISU event", "sport and sport event" (e.g: Kazan 2022 FISU University World Cup Rugby Sevens Women) Champions, representing "Country" (FISU Championships/Games) or "University" (FISU World Cups), "Names of the medallists" in order of cap/jersey numbers
- **The host(s)/hostess(es) with the medals and FISU Golden Pins (FISU Games only) approach(es) the podium** (when the medallists are on the podium) and the FISU authority(ies) at the same time do(es) the same. The FISU authority(ies) give(s) the medals and FISU Golden Pins (FISU Games only) and then both go back to their place(s)

The host(s)/hostess(es) with the flowers/mascots/gifts approach(es) the podium and the OC authority(ies) at the same time do(es) the same. The OC authority(ies) give(s) the flowers/mascots/gifts and then both go back to their place(s)

- **Speaker's announcement**  
Ladies and Gentlemen, please rise for the FISU Anthem
- **FISU Anthem – Gaudeamus Igitur – and hoisting of the flags**
- **Official photographs of the medallists with and without awarders**
- **Marching music – Exit music**
- **Exit of hosts/hostesses, authorities, and medallists**
- **Speaker's final announcement**  
Ladies and Gentlemen, this concludes the medal ceremony for the "sport and sport event" (e.g.: Rugby Sevens – Women)

## 12.6. PODIUM SIZES

These are the minimum recommended dimensions for podiums:

SPORT	EVENT	PER STEP		
		WIDTH IN CM	HEIGHT OF STEPS (1/2/3) <sup>81</sup> IN CM	DEPTH IN CM
Alpine Skiing	FISU Games	200	60/40/30	60
American Football	FISU World Cups	No podium needed – See medal ceremony layout		
Archery	FISU Games	200	60/40/30	60
Artistic Gymnastics	FISU Games	300	60/40/30	60
Athletics	FISU Games	200	60/40/30	60
Badminton	FISU Games	200 <sup>82</sup>	60/40/30	60
Bandy	FISU Games	No podium needed – See medal ceremony layout		
Basketball	FISU Games	800	60/40/30	60
3x3 Basketball	FISU World Cups	200	60/40/30	60
Beach Volleyball	FISU Championships	200	60/40/30	60
Biathlon	FISU Games	200	60/40/30	60
Boxing	FISU World Cups	200	60/40/30	60
Bridge	FISU Championships	200	60/40/30	60
Canoe Sports	FISU Championships	200	60/40/30	60
Cheerleading	FISU World Cups	1200	60/40/30	60
Chess	FISU Championships	200	60/40/30	60
Cross Country	FISU Championships	200	60/40/30	60
Cross-Country Skiing	FISU Games	200	60/40/30	60
Curling	FISU Games	200	60/40/30	60
Cycling	FISU Championships	200	60/40/30	60
Diving	FISU Games	200 <sup>83</sup>	60/40/30	60
Fencing	FISU Games	200	60/40/30	60
Figure Skating	FISU Games	200	60/40/30	60
Finswimming	FISU World Cups	200	60/40/30	60
Floorball	FISU World Cups	1200	60/40/30	60
Football	FISU World Cups	1200	60/40/30	60
Freestyle & Freeski	FISU Games	200	60/40/30	60

<sup>81</sup> Steps for ranks 2 and 3 can be of the same height.

<sup>82</sup> For team events, for ranks 1 and 2, the steps are 600cm each, while for rank 3 it is 1200cm.

<sup>83</sup> For team events, number of registered athletes might require larger steps.

Futsal	FISU Championships	600	60/40/30	60
Golf	FISU Championships	200	60/40/30	60
Handball	FISU World Cups	600	60/40/30	60
Ice Hockey	FISU Games	No podium needed – See medal ceremony layout		
Judo	FISU Games	200	60/40/30	60
Karate	FISU World Cups	200	60/40/30	60
Modern Pentathlon	FISU Championships	200	60/40/30	60
Muay Thai	FISU World Cups	200	60/40/30	60
Orienteering	FISU Championships	200	60/40/30	60
Powerlifting	FISU World Cups	200	60/40/30	60
Rowing	FISU Championships	200 <sup>84</sup>	60/40/30	60
Rugby Sevens	FISU World Cups	600	60/40/30	60
Rhythmic Gymnastics	FISU Games	300	60/40/30	60
Sailing	FISU Championships	200	60/40/30	60
Sambo	FISU World Cups	200	60/40/30	60
Shooting Sport	FISU Championships	200	60/40/30	60
Short Track Speed Skating	FISU Games	200	60/40/30	60
Ski Orienteering	FISU Championships	200	60/40/30	60
Snowboard	FISU Games	200	60/40/30	60
Speed Skating	FISU Championships	200	60/40/30	60
Sport Climbing	FISU Championships	200	60/40/30	60
Squash	FISU Championships	200	60/40/30	60
Synchronized Skating	FISU Games	No podium needed – See medal ceremony layout		
Swimming	FISU Games	300	60/40/30	60
Table Tennis	FISU Games	200	60/40/30	60
Taekwondo	FISU Games	200	60/40/30	60
Tennis	FISU Games	200	60/40/30	60
Triathlon	FISU Championships	200	60/40/30	60
Volleyball	FISU Games	800	60/40/30	60
Waterpolo	FISU Games	600	60/40/30	60
Waterski and Wakeboard	FISU Championships	200	60/40/30	60
Weightlifting	FISU Championships	200	60/40/30	60
Wrestling	FISU World Cups	200	60/40/30	60
Wushu	FISU World Cups	200	60/40/30	60

<sup>84</sup> If an event with eight athletes per boat is on the programme, steps can be of 400cm each.



## 12.7. FISU ANTHEM

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### 12.7.1. History

*Gaudeamus Igitur* is the official FISU Anthem since 1959 and the first Summer Universiade in Torino.

*Gaudeamus Igitur* is an ancient student song from the mid XVIIIth century. The exact origin nor the name of its composer are known. It is presumed that the music was composed by Johann Christian Grunthaus in 1717 and adapted by Christian Nilh Kindleben in 1781. Even Johannes Brahms (1833 - 1897) made use of the *Gaudeamus Igitur* in his 'Academic Festival' overture opus 80. The *Gaudeamus Igitur* is also found in Romberg's "Prince Etudiant" (Bayer Records BR150004 CD).

### 12.7.2. Lyrics

#### Original

*Gaudeamus igitur, juvenes dum sumus (bis)*

*Post jucundam juventutem*

*Post molestam senectutem*

*Nos habebit humus (bis)*

*Vivat Acedémia, vivant Professores (bis)*

*Vivat membrum quodlibet*

*Vivant membre quaelibet*

*Semper sint in flore ! (bis)*

#### Translation

*Let's enjoy, then while we are young (repeat)*

*After a playful youth*

*After a troublesome old age*

*The earth will take us back*

*Long live the school, long live the teachers (repeat)*

*Long live every member*

*Long live everyone who belongs to it*

*And may they always flourish (repeat)*

### 12.7.3. Score



The first system of the musical score consists of three staves. The top staff is in treble clef, the middle in treble clef, and the bottom in bass clef. All staves are in 6/8 time. The music features a complex rhythmic pattern with many eighth and sixteenth notes, and a key signature of one flat (B-flat).




The second system of the musical score also consists of three staves in the same arrangement as the first system. It continues the complex rhythmic and melodic lines established in the first system, maintaining the 6/8 time signature and one-flat key signature.



## 12.8. INVITATIONS


### 12.8.1. FISU World Forum

Event logo horizontal version max height 28 mm	NUSF logo max height 28 mm	
<p>The International University Sports Federation, the NUSF<sup>1</sup> and the Organising Committee have the honour of inviting the National University Sports Federation of <b>Country<sup>2</sup></b> to participate in the</p>		
<p><b>HOST CITY<sup>3</sup> YYYY<sup>4</sup></b> <b>FISU WORLD FORUM</b></p>		
<p>which will be held in <b>Host City<sup>5</sup>, Host Country<sup>6</sup></b> from <b>DD/MM/YYYY<sup>7</sup></b> to <b>DD/MM/YYYY<sup>8</sup></b></p>		
<p><b>Name SURNAME<sup>9</sup></b> President of the Organising Committee</p> <p>.....</p>	<p><b>Leonz EDER<sup>10</sup></b> Acting President of the International University Sports Federation</p> <p>.....</p>	<p><b>Name SURNAME<sup>11</sup></b> President of the NUSF<sup>1</sup></p> <p>.....</p>
		

**To be completed:**

1. Name of the host National University Sports Federation
2. Name of the invited country
3. Name of the host city/district/area
4. Year of the FISU World Forum
5. Name of the host city/district/area
6. Name of the host country
7. Date of the opening of the FISU World Forum
8. Date of the closing of the FISU World Forum
9. Name and signature of the Organising Committee President
10. Signature of the FISU Acting President
11. Name and signature of the host NUSF President

## 12.8.2. FISU World Conference

Event logo horizontal version max height 28 mm	NUSF logo max height 28 mm	
<p>The International University Sports Federation, the NUSF<sup>1</sup> and the Organising Committee have the honour of inviting the National University Sports Federation of <b>Country<sup>2</sup></b> to participate in the</p>		
<p><b>HOST CITY<sup>3</sup> YYYY<sup>4</sup></b> <b>FISU WORLD CONFERENCE</b></p>		
<p>which will be held in <b>Host City<sup>5</sup>, Host Country<sup>6</sup></b> from <b>DD/MM/YYYY<sup>7</sup></b> to <b>DD/MM/YYYY<sup>8</sup></b></p>		
<p><b>Name SURNAME<sup>9</sup></b> President of the Organising Committee</p>	<p><b>Leonz EDER<sup>10</sup></b> Acting President of the International University Sports Federation</p>	<p><b>Name SURNAME<sup>11</sup></b> President of the NUSF<sup>1</sup></p>
.....	.....	.....
		

**To be completed:**

1. Name of the host National University Sports Federation
2. Name of the invited country
3. Name of the host city/district/area
4. Year of the FISU World Conference
5. Name of the host city/district/area
6. Name of the host country
7. Date of the opening of the FISU World Conference
8. Date of the closing of the FISU World Conference
9. Name and signature of the Organising Committee President
10. Signature of the FISU Acting President
11. Name and signature of the host NUSF President

### 12.8.3.FISU Volunteer Leaders Academy

Event logo orizontal version  
max height 28 mm


The International University Sports Federation, and the Organising Committee  
have the honour of inviting the National University Sports Federation of  
**Country**<sup>1</sup>  
to nominate a participant to take part in the

**FISU VOLUNTEER LEADERS ACADEMY**

which will be held in  
**Kazan, Russian Federation**  
from **DD/MM/YYYY**<sup>2</sup> to **DD/MM/YYYY**<sup>3</sup>

**Leonz EDER**<sup>4</sup>  
Acting President of the  
International University Sports Federation

.....

  
**FISU**



**To be completed:**

1. Name of the invited country
2. Date of the opening of the FISU Volunteer Leaders Academy
3. Date of the closing of the FISU Volunteer Leaders Academy
4. Signature of the FISU Acting President


## 12.8.4.FISU-CUSF Strategic Dialogues

CUSF logo max height 28 mm		NUSF logo max height 28 mm
<p>The International University Sports Federation, the CUSF<sup>1</sup> and the NUSF<sup>2</sup> have the honour of inviting the National University Sports Federation of <b>Country<sup>3</sup></b> to participate in the</p> <h3 style="text-align: center;">FISU-CUSF STRATEGIC DIALOGUE</h3> <p>which will be held in <b>Host City<sup>4</sup>, Host Country<sup>5</sup></b> from <b>DD/MM/YYYY<sup>6</sup></b> to <b>DD/MM/YYYY<sup>7</sup></b></p>		
<p><b>Name SURNAME<sup>8</sup></b> President of the CUSF<sup>1</sup></p> <p>.....</p>	<p><b>Leonz EDER<sup>9</sup></b> Acting President of the International University Sports Federation</p> <p>.....</p>	<p><b>Name SURNAME<sup>10</sup></b> President of the NUSF<sup>2</sup></p> <p>.....</p>
		

**To be completed:**

1. Name of the host Continental University Sports Federation
2. Name of the host National University Sports Federation
3. Name of the invited country
4. Name of the host city/district/area
5. Name of the host country
6. Date of the opening of the FISU-CUSF Strategic Dialogue
7. Date of the closing of the FISU-CUSF Strategic Dialogue
8. Name and signature of the host CUSF President
9. Signature of the FISU Acting President
10. Name and signature of the host NUSF President

## 12.8.5.FISU World University Championships

Event logo horizontal version max height 28 mm	NUSF logo max height 28 mm	
<p>The International University Sports Federation, the host NUSF<sup>1</sup> and the Organising Committee have the honour of inviting the National University Sports Federation of <b>Country<sup>2</sup></b> to participate in the sport events which will be held in <b>Host City<sup>3</sup>, Host Country<sup>4</sup></b> from <b>DD/MM/YYYY<sup>5</sup></b> to <b>DD/MM/YYYY<sup>6</sup></b> on the occasion of the celebration of the</p>		
<p><b>HOST CITY<sup>7</sup> YYYY<sup>8</sup></b> <b>FISU WORLD UNIVERSITY CHAMPIONSHIP</b> <b>SPORT<sup>9</sup></b></p>		
<b>Name SURNAME<sup>10</sup></b> President of the Organising Committee	<b>Leonz EDER<sup>11</sup></b> Acting President of the International University Sports Federation	<b>Name SURNAME<sup>12</sup></b> President of the NUSF <sup>1</sup>
.....	.....	.....
		

**To be completed:**

1. Name of the host National University Sports Federation
2. Name of the invited country
3. Name of the host city/district/area
4. Name of the host country
5. Date of the opening of the FISU Championship
6. Date of the closing of the FISU Championship
7. Name of the host city/district/area
8. Year of the FISU Championship
9. Name of the FISU Championship Sport
10. Name and signature of the Organising Committee President
11. Signature of the FISU Acting President
12. Name and signature of the host NUSF President


## 12.8.6.FISU University World Cups

Event logo horizontal version max height 28 mm	NUSF logo max height 28 mm	University logo max height 28 mm
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The International University Sports Federation, the NUSF<sup>1</sup>,  
the university<sup>2</sup> and the Organising Committee  
have the honour of inviting the National University Sports Federation of  
**Country<sup>3</sup>**  
to participate in the sport events which will be held in  
**Host City<sup>4</sup>, Host Country<sup>5</sup>**  
from **DD/MM/YYYY<sup>6</sup>** to **DD/MM/YYYY<sup>7</sup>**  
on the occasion of the celebration of the

**HOST CITY<sup>8</sup> YYYY<sup>9</sup>**  
**FISU UNIVERSITY WORLD CUP**  
**SPORT<sup>10</sup>**

<b>Name SURNAME<sup>11</sup></b> President of the Organising Committee	<b>Leonz EDER<sup>12</sup></b> Acting President of the International University Sports Federation	<b>Name SURNAME<sup>13</sup></b> President of the NUSF <sup>1</sup>	<b>Name SURNAME<sup>14</sup></b> President of the university <sup>2</sup>
.....	.....	.....	.....



**To be completed:**

1. Name of the host National University Sports Federation
2. Name of the host university
3. Name of the invited country
4. Name of the host city/district/area
5. Name of the host country
6. Date of the opening of the FISU World Cup
7. Date of the closing of the FISU World Cup
8. Name of the host city/district/area
9. Year of the FISU World Cup
10. Name of the FISU World Cup Sport
11. Name and signature of the Organising Committee President
12. Signature of the FISU Acting President
13. Name and signature of the host NUSF President
14. Name and signature of the host university President

## 12.8.7. FISU World University Games

Event logo horizontal version max height 28 mm	NUSF logo max height 28 mm	
<p>The International University Sports Federation, the NUSF<sup>1</sup> and the Organising Committee have the honour of inviting the National University Sports Federation of <b>Country<sup>2</sup></b> to participate in the sports and cultural events which will be held in <b>Host City<sup>3</sup>, Host Country<sup>4</sup></b> from <b>DD/MM/YYYY<sup>5</sup></b> to <b>DD/MM/YYYY<sup>6</sup></b> on the occasion of the celebration of the</p>		
<p><b>HOST CITY<sup>7</sup> YYYY<sup>8</sup></b> <b>FISU WORLD UNIVERSITY GAMES</b></p>		
<p><b>Name SURNAME<sup>9</sup></b> President of the Organising Committee</p>	<p><b>Leonz EDER<sup>10</sup></b> Acting President of the International University Sports Federation</p>	<p><b>Name SURNAME<sup>11</sup></b> President of the NUSF<sup>1</sup></p>
.....	.....	.....
		



**To be completed:**

1. Name of the host National University Sports Federation
2. Name of the invited country
3. Name of the host city/district/area
4. Name of the host country
5. Date of the opening of the FISU Games
6. Date of the closing of the FISU Games
7. Name of the host city/district/area
8. Year of the FISU Games
9. Name and signature of the Organising Committee President
10. Signature of the FISU Acting President
11. Name and signature of the host NUSF President

## 12.9. DIPLOMAS

### 12.9.1. FISU World Forum

#### 12.9.1.1. Diploma of Participation

Event logo orizontal version max height 28 mm	NUSF logo max height 28 mm	
<b>FISU World Forum</b> <b>Host City<sup>1</sup>, Host Country<sup>2</sup></b> <b>DD/MM/YYYY<sup>3</sup> - DD/MM/YYYY<sup>4</sup></b>		
The International University Sports Federation, the NUSF <sup>5</sup> and the Organising Committee have the honour and the pleasure to present this		
<b>DIPLOMA OF PARTICIPATION</b>		
To: ..... <sup>6</sup>		
<b>Name SURNAME<sup>7</sup></b> President of the Organising Committee .....	<b>Leonz EDER<sup>8</sup></b> Acting President of the International University Sports Federation .....	<b>Name SURNAME<sup>9</sup></b> President of the NUSF <sup>5</sup> .....
		

**To be completed:**

1. Name of the host city/district/area
2. Name of the host country
3. Date of the opening of the FISU World Forum
4. Date of the closing of the FISU World Forum
5. Name of the host National University Sports Federation
6. Name of the participant
7. Name and signature of the Organising Committee President
8. Signature of the FISU Acting President
9. Name and signature of the host NUSF President

## 12.9.2. FISU World Conference

### 12.9.2.1. Diploma of Participation

Event logo horizontal version max height 28 mm	NUSF logo max height 28 mm	
<b>FISU World Conference</b> <b>Host City<sup>1</sup>, Host Country<sup>2</sup></b> <b>DD/MM/YYYY<sup>3</sup> - DD/MM/YYYY<sup>4</sup></b>		
The International University Sports Federation, the NUSF <sup>5</sup> and the Organising Committee have the honour and the pleasure to present this		
<b>DIPLOMA OF PARTICIPATION</b>		
To: ..... <sup>6</sup>		
<b>Name SURNAME<sup>7</sup></b> President of the Organising Committee .....	<b>Leonz EDER<sup>8</sup></b> Acting President of the International University Sports Federation .....	<b>Name SURNAME<sup>9</sup></b> President of the NUSF <sup>5</sup> .....
		

**To be completed:**

1. Name of the host city/district/area
2. Name of the host country
3. Date of the opening of the FISU World Conference
4. Date of the closing of the FISU World Conference
5. Name of the host National University Sports Federation
6. Name of the participant
7. Name and signature of the Organising Committee President
8. Signature of the FISU Acting President
9. Name and signature of the host NUSF President

## 12.9.3. FISU Volunteer Leaders Academy

### 12.9.3.1. Diploma of Participation

Event logo horizontal version  
max height 28 mm

**FISU Volunteer Leaders Academy**  
**Host City<sup>1</sup>, Host Country<sup>2</sup>**  
**DD/MM/YYYY<sup>3</sup> - DD/MM/YYYY<sup>4</sup>**


**DIPLOMA**

To: .....<sup>5</sup>

Is awarded the title of  
*FISU Student Ambassador*  
For the period YYYY<sup>6</sup> – YYYY<sup>7</sup>

**Leonz EDER<sup>8</sup>**  
Acting President of the  
International University Sports Federation

.....

  
**FISU**

**To be completed:**

1. Name of the host city/district/area
2. Name of the host country
3. Date of the opening of the FISU Volunteer Leaders Academy
4. Date of the closing of the FISU Volunteer Leaders Academy
5. Name of the awardee
6. Start year of the FISU Student Ambassador function period
7. End year of the FISU Student Ambassador function period
8. Signature of the FISU Acting President

## 12.9.4. FISU-CUSF Strategic Dialogues

### 12.9.4.1. Diploma of Participation

CUSF logo max height 28 mm		NUSF logo max height 28 mm			
<p><b>FISU-CUSF Strategic Dialogue</b> <b>Host City<sup>1</sup>, Host Country<sup>2</sup></b> <b>DD/MM/YYYY<sup>3</sup> - DD/MM/YYYY<sup>4</sup></b></p> <p>The International University Sports Federation, the CUSF<sup>5</sup> and the NUSF<sup>6</sup> have the honour and the pleasure to present this</p> <h1 style="text-align: center;">DIPLOMA OF PARTICIPATION</h1> <p>To: .....<sup>7</sup></p> <table border="0" style="width: 100%;"><tr><td style="text-align: center; width: 33%;"><p><b>Name SURNAME<sup>8</sup></b> President of the CUSF<sup>5</sup></p><p>.....</p></td><td style="text-align: center; width: 33%;"><p><b>Leonz EDER<sup>9</sup></b> Acting President of the International University Sports Federation</p><p>.....</p></td><td style="text-align: center; width: 33%;"><p><b>Name SURNAME<sup>10</sup></b> President of the NUSF<sup>6</sup></p><p>.....</p></td></tr></table> <div style="text-align: center; margin-top: 20px;"><p><b>FISU</b></p></div>			<p><b>Name SURNAME<sup>8</sup></b> President of the CUSF<sup>5</sup></p> <p>.....</p>	<p><b>Leonz EDER<sup>9</sup></b> Acting President of the International University Sports Federation</p> <p>.....</p>	<p><b>Name SURNAME<sup>10</sup></b> President of the NUSF<sup>6</sup></p> <p>.....</p>
<p><b>Name SURNAME<sup>8</sup></b> President of the CUSF<sup>5</sup></p> <p>.....</p>	<p><b>Leonz EDER<sup>9</sup></b> Acting President of the International University Sports Federation</p> <p>.....</p>	<p><b>Name SURNAME<sup>10</sup></b> President of the NUSF<sup>6</sup></p> <p>.....</p>			



**To be completed:**

1. Name of the host city/district/area
2. Name of the host country
3. Date of the opening of the FISU-CUSF Strategic Dialogue
4. Date of the closing of the FISU-CUSF Strategic Dialogue
5. Name of the host Continental University Sports Federation
6. Name of the host National University Sports Federation
7. Name of the participant
8. Name and signature of the Organising Committee President
9. Signature of the FISU Acting President
10. Name and signature of the host NUSF President

## 12.9.5. FISU World University Championships

### 12.9.5.1. Diploma of Participation

Event logo horizontal version max height 28 mm	NUSF logo max height 28 mm			
<p><b>FISU World University Championship Sport<sup>1</sup></b> <b>Host City<sup>2</sup>, Host Country<sup>3</sup></b> <b>DD/MM/YYYY<sup>4</sup> - DD/MM/YYYY<sup>5</sup></b></p> <p>The International University Sports Federation, the NUSF<sup>6</sup> and the Organising Committee have the honour and the pleasure to present this</p> <p><b>DIPLOMA OF PARTICIPATION</b></p> <p>To: ..... 7 Representing: ..... 8 As: ..... 9</p> <table style="width: 100%;"><tr><td style="width: 33%; text-align: center;"><p><b>Name SURNAME<sup>10</sup></b> President of the Organising Committee</p><p>.....</p></td><td style="width: 33%; text-align: center;"><p><b>Leonz EDER<sup>11</sup></b> Acting President of the International University Sports Federation</p><p>.....</p></td><td style="width: 33%; text-align: center;"><p><b>Name SURNAME<sup>12</sup></b> President of the NUSF<sup>6</sup></p><p>.....</p></td></tr></table> <p style="text-align: center;"> <b>FISU</b></p>		<p><b>Name SURNAME<sup>10</sup></b> President of the Organising Committee</p> <p>.....</p>	<p><b>Leonz EDER<sup>11</sup></b> Acting President of the International University Sports Federation</p> <p>.....</p>	<p><b>Name SURNAME<sup>12</sup></b> President of the NUSF<sup>6</sup></p> <p>.....</p>
<p><b>Name SURNAME<sup>10</sup></b> President of the Organising Committee</p> <p>.....</p>	<p><b>Leonz EDER<sup>11</sup></b> Acting President of the International University Sports Federation</p> <p>.....</p>	<p><b>Name SURNAME<sup>12</sup></b> President of the NUSF<sup>6</sup></p> <p>.....</p>		

**To be completed:**

- 1.** FISU Championship Sport
- 2.** Name of the host city/district/area
- 3.** Name of the host country
- 4.** Date of the opening of the FISU Championship
- 5.** Date of the closing of the FISU Championship
- 6.** Name of the host National University Sports Federation
- 7.** Name of the participant
- 8.** Name of the participant's country
- 9.** Function of the participant – according to the accreditation  
(athlete, head of delegation, coach – sport, technical official, etc.)
- 10.** Name and signature of the Organising Committee President
- 11.** Signature of the FISU Acting President
- 12.** Name and signature of the host NUSF President

12.9.5.2. Diploma of Honour

Event logo horizontal version max height 28 mm	NUSF logo max height 28 mm
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**FISU World University Championship Sport<sup>1</sup>**  
**Host City<sup>2</sup>, Host Country<sup>3</sup>**  
**DD/MM/YYYY<sup>4</sup> - DD/MM/YYYY<sup>5</sup>**

The International University Sports Federation,  
the NUSF<sup>6</sup> and the Organising Committee have the honour  
and the pleasure to present this

**DIPLOMA OF HONOUR**

To: ..... 7  
Representing: ..... 8  
Sport: ..... 9  
Event: ..... 10  
Ranking and result: ..... 11


<b>Name SURNAME<sup>12</sup></b> President of the Organising Committee  .....	<b>Leonz EDER<sup>13</sup></b> Acting President of the International University Sports Federation  .....	<b>Name SURNAME<sup>14</sup></b> President of the NUSF <sup>6</sup>  .....
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**To be completed:**

- 1.** FISU Championship Sport
- 2.** Name of the host city/district/area
- 3.** Name of the host country
- 4.** Date of the opening of the FISU Championship
- 5.** Date of the closing of the FISU Championship
- 6.** Name of the host National University Sports Federation
- 7.** Name of the athlete
- 8.** Name of the athlete's country
- 9.** FISU Championship Sport
- 10.** FISU Championship Sport Event
- 11.** Ranking and result of the athlete (if applicable - score/time in the final)
- 12.** Name and signature of the Organising Committee President
- 13.** Name and signature of the FISU Acting President
- 14.** Name and signature of the host NUSF President

### 12.9.5.3. Diploma of Merit

Event logo horizontal version max height 28 mm	NUSF logo max height 28 mm			
<p><b>FISU World University Championship Sport<sup>1</sup></b> <b>Host City<sup>2</sup>, Host Country<sup>3</sup></b> <b>DD/MM/YYYY<sup>4</sup> - DD/MM/YYYY<sup>5</sup></b></p> <p>The International University Sports Federation, the NUSF<sup>6</sup> and the Organising Committee have the honour and the pleasure to present this</p> <p><b>DIPLOMA OF MERIT</b></p> <p>To: ..... 7 Representing: ..... 8 As: ..... 9 Sport: ..... 10 Event: ..... 11 Ranking and result: ..... 12</p> <table style="width: 100%;"><tr><td style="width: 33%; text-align: center;"><p><b>Name SURNAME<sup>13</sup></b> President of the Organising Committee</p><p>.....</p></td><td style="width: 33%; text-align: center;"><p><b>Leonz EDER<sup>14</sup></b> Acting President of the International University Sports Federation</p><p>.....</p></td><td style="width: 33%; text-align: center;"><p><b>Name SURNAME<sup>15</sup></b> President of the NUSF<sup>6</sup></p><p>.....</p></td></tr></table> <p style="text-align: center;"> <b>FISU</b></p>		<p><b>Name SURNAME<sup>13</sup></b> President of the Organising Committee</p> <p>.....</p>	<p><b>Leonz EDER<sup>14</sup></b> Acting President of the International University Sports Federation</p> <p>.....</p>	<p><b>Name SURNAME<sup>15</sup></b> President of the NUSF<sup>6</sup></p> <p>.....</p>
<p><b>Name SURNAME<sup>13</sup></b> President of the Organising Committee</p> <p>.....</p>	<p><b>Leonz EDER<sup>14</sup></b> Acting President of the International University Sports Federation</p> <p>.....</p>	<p><b>Name SURNAME<sup>15</sup></b> President of the NUSF<sup>6</sup></p> <p>.....</p>		

**To be completed:**

1. FISU Championship Sport
2. Name of the host city/district/area
3. Name of the host country
4. Date of the opening of the FISU Championship
5. Date of the closing of the FISU Championship
6. Name of the host National University Sports Federation
7. Name of the delegation sport official
8. Name of the participant's country
9. Function of the participant – according to the accreditation  
(coach, team leader, doctor, etc.)
10. FISU Championship Sport
11. FISU Championship Sport Event
12. Ranking and result of the team (if applicable - score/time in the final)
13. Name and signature of the Organising Committee President
14. Signature of the FISU Acting President
15. Name and signature of the host NUSF President

## 12.9.6. FISU University World Cups

### 12.9.6.1. Diploma of Participation

Event logo horizontal version max height 28 mm	NUSF logo max height 28 mm	University logo max height 28 mm
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**FISU University World Cup Sport<sup>1</sup>**  
**Host City<sup>2</sup>, Host Country<sup>3</sup>**  
**DD/MM/YYYY<sup>4</sup> - DD/MM/YYYY<sup>5</sup>**

The International University Sports Federation,  
the NUSF<sup>6</sup>, the university<sup>7</sup> and the Organising Committee have the honour  
and the pleasure to present this

## DIPLOMA OF PARTICIPATION

To: .....<sup>8</sup>  
Representing: .....<sup>9</sup>  
As: .....<sup>10</sup>

<b>Name SURNAME<sup>11</sup></b> President of the Organising Committee .....	<b>Leonz EDER<sup>12</sup></b> Acting President of the International University Sports Federation .....	<b>Name SURNAME<sup>13</sup></b> President of the NUSF <sup>6</sup> .....	<b>Name SURNAME<sup>14</sup></b> President of the university <sup>7</sup> .....
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**To be completed:**

- 1.** FISU World Cup Sport
- 2.** Name of the host city/district/area
- 3.** Name of the host country
- 4.** Date of the opening of the FISU World Cup
- 5.** Date of the closing of the FISU World Cup
- 6.** Name of the host National University Sports Federation
- 7.** Name of the host university and in brackets the country's abbreviation
- 8.** Name of the participant
- 9.** Name of the participant's university and in brackets the country's abbreviation
- 10.** Function of the participant – according to the accreditation  
(athlete, head of delegation, coach – sport, technical official, etc.)
- 11.** Name and signature of the Organising Committee President
- 12.** Signature of the FISU Acting President
- 13.** Name and signature of the host NUSF President
- 14.** Name and signature of the host university President

12.9.6.2. Diploma of Honour

Event logo horizontal version max height 28 mm	NUSF logo max height 28 mm	University logo max height 28 mm				
<p><b>FISU University World Cup Sport<sup>1</sup></b>  <b>Host City<sup>2</sup>, Host Country<sup>3</sup></b>  <b>DD/MM/YYYY<sup>4</sup> - DD/MM/YYYY<sup>5</sup></b></p> <p>The International University Sports Federation,          the NUSF<sup>6</sup>, the university<sup>7</sup> and the Organising Committee          have the honour          and the pleasure to present this</p> <p style="font-size: 24px; font-weight: bold; text-align: center;">DIPLOMA OF HONOUR</p> <p>To: .....<sup>8</sup>          Representing: .....<sup>9</sup>          Sport: .....<sup>10</sup>          Event: .....<sup>11</sup>          Ranking and result: .....<sup>12</sup></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; text-align: center; vertical-align: top;"> <b>Name SURNAME<sup>13</sup></b>            President of the            Organising Committee             .....         </td> <td style="width: 25%; text-align: center; vertical-align: top;"> <b>Leonz EDER<sup>14</sup></b>            Acting President of the            International University Sports Federation             .....         </td> <td style="width: 25%; text-align: center; vertical-align: top;"> <b>Name SURNAME<sup>15</sup></b>            President of the            NUSF<sup>6</sup>             .....         </td> <td style="width: 25%; text-align: center; vertical-align: top;"> <b>Name SURNAME<sup>16</sup></b>            President of the            university<sup>7</sup>             .....         </td> </tr> </table> <div style="text-align: center; margin-top: 20px;">  </div>			<b>Name SURNAME<sup>13</sup></b> President of the Organising Committee  .....	<b>Leonz EDER<sup>14</sup></b> Acting President of the International University Sports Federation  .....	<b>Name SURNAME<sup>15</sup></b> President of the NUSF <sup>6</sup>  .....	<b>Name SURNAME<sup>16</sup></b> President of the university <sup>7</sup>  .....
<b>Name SURNAME<sup>13</sup></b> President of the Organising Committee  .....	<b>Leonz EDER<sup>14</sup></b> Acting President of the International University Sports Federation  .....	<b>Name SURNAME<sup>15</sup></b> President of the NUSF <sup>6</sup>  .....	<b>Name SURNAME<sup>16</sup></b> President of the university <sup>7</sup>  .....			

**To be completed:**

- 1.** FISU World Cup Sport
- 2.** Name of the host city/district/area
- 3.** Name of the host country
- 4.** Date of the opening of the FISU World Cup
- 5.** Date of the closing of the FISU World Cup
- 6.** Name of the host National University Sports Federation
- 7.** Name of the host university and in brackets the country's abbreviation
- 8.** Name of the athlete
- 9.** Name of the athlete's university and in brackets the country's abbreviation
- 10.** FISU World Cup Sport
- 11.** FISU World Cup Sport Event
- 12.** Ranking and result of the athlete (if applicable - score/time in the final)
- 13.** Name and signature of the Organising Committee President
- 14.** Signature of the FISU Acting President
- 15.** Name and signature of the host NUSF President
- 16.** Name and signature of the host university President

### 12.9.6.3. Diploma of Merit

Event logo horizontal version max height 28 mm	NUSF logo max height 28 mm	University logo max height 28 mm
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**FISU University World Cup Sport<sup>1</sup>**  
**Host City<sup>2</sup>, Host Country<sup>3</sup>**  
**DD/MM/YYYY<sup>4</sup> - DD/MM/YYYY<sup>5</sup>**

The International University Sports Federation,  
the NUSF<sup>6</sup>, the university<sup>7</sup> and the Organising Committee have the honour  
and the pleasure to present this

**DIPLOMA OF MERIT**

To: ..... 8  
Representing: ..... 9  
As: ..... 10  
Sport: ..... 11  
Event: ..... 12  
Ranking and result: ..... 13

<b>Name SURNAME<sup>14</sup></b> President of the Organising Committee  .....	<b>Leonz EDER<sup>15</sup></b> Acting President of the International University Sports Federation  .....	<b>Name SURNAME<sup>16</sup></b> President of the NUSF <sup>6</sup>  .....	<b>Name SURNAME<sup>17</sup></b> President of the university <sup>7</sup>  .....
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**To be completed:**

1. FISU World Cup Sport
2. Name of the host city/district/area
3. Name of the host country
4. Date of the opening of the FISU World Cup
5. Date of the closing of the FISU World Cup
6. Name of the host National University Sports Federation
7. Name of the host university and in brackets the country's abbreviation
8. Name of the delegation sport official
9. Name of the participant's university and in brackets the country's abbreviation
10. Function of the participant – according to the accreditation (coach, team leader, doctor, etc.)
11. FISU World Cup Sport
12. FISU World Cup Sport Event
13. Ranking and result of the team (if applicable - score/time in the final)
14. Name and signature of the Organising Committee President
15. Signature of the FISU Acting President
16. Name and signature of the host NUSF President
17. Name and signature of the host university President

## 12.9.7. FISU World University Games

### 12.9.7.1. Diploma of Participation

Event logo horizontal version max height 28 mm	NUSF logo max height 28 mm			
<p><b>FISU World University Games – Host City<sup>1</sup>, Host Country<sup>2</sup></b> <b>DD/MM/YYYY<sup>3</sup> - DD/MM/YYYY<sup>4</sup></b></p> <p>The International University Sports Federation, the NUSF<sup>5</sup> and the Organising Committee have the honour and the pleasure to present this</p> <p><b>DIPLOMA OF PARTICIPATION</b></p> <p>To: .....<sup>6</sup> Representing: .....<sup>7</sup> As: .....<sup>8</sup></p> <table style="width: 100%;"><tr><td style="width: 33%; text-align: center;"><p><b>Name SURNAME<sup>9</sup></b> President of the Organising Committee</p><p>.....</p></td><td style="width: 33%; text-align: center;"><p><b>Leonz EDER<sup>10</sup></b> Acting President of the International University Sports Federation</p><p>.....</p></td><td style="width: 33%; text-align: center;"><p><b>Name SURNAME<sup>11</sup></b> President of the NUSF<sup>5</sup></p><p>.....</p></td></tr></table> <p style="text-align: center;"></p>		<p><b>Name SURNAME<sup>9</sup></b> President of the Organising Committee</p> <p>.....</p>	<p><b>Leonz EDER<sup>10</sup></b> Acting President of the International University Sports Federation</p> <p>.....</p>	<p><b>Name SURNAME<sup>11</sup></b> President of the NUSF<sup>5</sup></p> <p>.....</p>
<p><b>Name SURNAME<sup>9</sup></b> President of the Organising Committee</p> <p>.....</p>	<p><b>Leonz EDER<sup>10</sup></b> Acting President of the International University Sports Federation</p> <p>.....</p>	<p><b>Name SURNAME<sup>11</sup></b> President of the NUSF<sup>5</sup></p> <p>.....</p>		

**To be completed:**

- 1.** Name of the host city/district/area
- 2.** Name of the host country
- 3.** Date of the opening of the FISU Games
- 4.** Date of the closing of the FISU Games
- 5.** Name of the host National University Sports Federation
- 6.** Name of the participant
- 7.** Name of the participant's country
- 8.** Function of the participant – according to the accreditation  
(athlete, head of delegation, coach – sport, technical official, etc.)
- 9.** Name and signature of the Organising Committee President
- 10.** Signature of the FISU Acting President
- 11.** Name and signature of the host NUSF President

12.9.7.2. Diploma of Honour

Event logo horizontal version max height 28 mm	NUSF logo max height 28 mm
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**FISU World University Games – Host City<sup>1</sup>, Host Country<sup>2</sup>**  
**DD/MM/YYYY<sup>3</sup> - DD/MM/YYYY<sup>4</sup>**

The International University Sports Federation,  
the NUSF<sup>5</sup> and the Organising Committee have the honour  
and the pleasure to present this

**DIPLOMA OF HONOUR**

To: ..... 6  
Representing: ..... 7  
Sport: ..... 8  
Event: ..... 9  
Ranking and result: ..... 10

<b>Name SURNAME<sup>11</sup></b> President of the Organising Committee  .....	<b>Leonz EDER<sup>12</sup></b> Acting President of the International University Sports Federation  .....	<b>Name SURNAME<sup>13</sup></b> President of the NUSF <sup>5</sup>  .....
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**To be completed:**

- 1.** Name of the host city/district/area
- 2.** Name of the host country
- 3.** Date of the opening of the FISU Games
- 4.** Date of the closing of the FISU Games
- 5.** Name of the host National University Sports Federation
- 6.** Name of the athlete
- 7.** Name of the athlete's country
- 8.** FISU Games Sport
- 9.** FISU Games Sport Event
- 10.** Ranking and result of the athlete (if applicable - score/time in the final)
- 11.** Name and signature of the Organising Committee President
- 12.** Signature of the FISU Acting President
- 13.** Name and signature of the host NUSF President

### 12.9.7.3. Diploma of Merit

Event logo horizontal version max height 28 mm	NUSF logo max height 28 mm
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**FISU World University Games – Host City<sup>1</sup>, Host Country<sup>2</sup>  
DD/MM/YYYY<sup>3</sup> - DD/MM/YYYY<sup>4</sup>**

The International University Sports Federation,  
the NUSF<sup>5</sup> and the Organising Committee have the honour  
and the pleasure to present this

**DIPLOMA OF MERIT**

To: ..... 6  
Representing: ..... 7  
As: ..... 8  
Sport: ..... 9  
Event: ..... 10  
Ranking and result: ..... 11


<b>Name SURNAME<sup>12</sup></b> President of the Organising Committee  .....	<b>Leonz EDER<sup>13</sup></b> Acting President of the International University Sports Federation  .....	<b>Name SURNAME<sup>14</sup></b> President of the NUSF <sup>5</sup>  .....
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**FISU**

**To be completed:**

1. Name of the host city/district/area
2. Name of the host country
3. Date of the opening of the FISU Games
4. Date of the closing of the FISU Games
5. Name of the host National University Sports Federation
6. Name of the delegation sport official
7. Name of the participant's country
8. Function of the participant – according to the accreditation  
(coach, team leader, doctor, etc.)
9. FISU Games Sport
10. FISU Games Sport Event
11. Ranking and result of the team (if applicable - score/time in the final)
12. Name and signature of the Organising Committee President
13. Signature of the FISU Acting President
14. Name and signature of the host NUSF President

12.9.7.4. Volunteer Diploma

Event logo horizontal version max height 28 mm	NUSF logo max height 28 mm	
<b>FISU World University Games – Host City<sup>1</sup>, Host Country<sup>2</sup></b> <b>DD/MM/YYYY<sup>3</sup> - DD/MM/YYYY<sup>4</sup></b>		
The International University Sports Federation, the NUSF <sup>5</sup> and the Organising Committee have the honour and the pleasure to present this		
<b>VOLUNTEER DIPLOMA</b>		
To: ..... <sup>6</sup> Duties: ..... <sup>7</sup> Department: ..... <sup>8</sup>		
<b>Name SURNAME<sup>9</sup></b> President of the Organising Committee .....	<b>Leonz EDER<sup>10</sup></b> Acting President of the International University Sports Federation .....	<b>Name SURNAME<sup>11</sup></b> President of the NUSF <sup>5</sup> .....
		

**To be completed:**

1. Name of the host city/district/area
2. Name of the host country
3. Date of the opening of the FISU Games
4. Date of the closing of the FISU Games
5. Name of the host National University Sports Federation
6. Name of the volunteer
7. Duties of the volunteer
8. Department of the volunteer
9. Name and signature of the Organising Committee President
10. Signature of the FISU Acting President
11. Name and signature of the host NUSF President

