



U.S. OLYMPIC TRAINING CENTER
1 Olympic Plaza • Colorado Springs, CO 80909-5762
PHONE (719) 866-4670 • FAX (719) 635-7989
WWW.USASHOOTING.COM

LETTER OF INVITATION

November 24, 2009

To: All ISSF Member Federations and Athletes

It is with pleasure that USA Shooting, the National Governing Body for the Olympic Shooting Sports in the United States, cordially invites and welcomes the athletes and officials from your federation to participate in the International Shooting Sport Federation World Cup USA for the Rifle and Pistol events at Columbus - Fort Benning, Georgia, during the period 22-31 May, 2010. This competition will provide your athletes the opportunity to achieve minimum qualifying scores (MQS) in all Rifle and Pistol events for the 2012 Olympic Games in London, Great Britain.

For those countries requiring visas for their athletes and officials to enter the United States, please submit visa applications to the US Embassy at least three months in advance of travel. Some visa applicants will require an advance appointment and interview before the visa is issued.

It is necessary to have an approved federal firearms AFT Form 6NIA from the Department of the Treasury Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) to bring .22 caliber firearms into the United States. Completed Form 6NIA applications must be submitted to USA Shooting no later than 19 April 2010. Additional information can be found in the official program.

The competition program, schedule of events and all forms can be located on the ISSF website at www.issf-sports.org and the USA Shooting website at www.usashooting.com. Our Organizing Committee may be contacted at usaworldcup@usashooting.org and at phone: 719-866-4890 and fax: 719-866-4884.

We look forward to welcoming you in Columbus and Fort Benning!

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert Mitchell'.

Robert Mitchell
Secretary General



2010 ISSF WORLD CUP USA **22-31 May**

INVITATION & OFFICIAL PROGRAM

WORLD CUP INVITATION

USA Shooting cordially invites your federation to participate in the 2010 ISSF World Cup USA in all Olympic Rifle and Pistol events. This World Cup will provide your athletes the opportunity to achieve Minimum Qualifying Scores (MQS) in all events for the 2012 Olympic Games.

ORGANIZING COMMITTEE

USA Shooting, the ISSF national federation of the United States, will sponsor the 2010 ISSF World Cup USA. This event will be hosted on the ranges of the United States Army Marksmanship Unit at Fort Benning in Columbus, Georgia. Contact the Organizing Committee at:

USA Shooting
Competitions Division
1 Olympic Plaza
Colorado Springs, CO 80909 USA
Phone: +1-719-866-4885
Fax: +1-719-866-4884
e-mail: USAWorldCup@usashooting.org
website: www.usashooting.com

DATES and SCHEDULE

Arrival	22 May
Official Training	23 May
Welcome Ceremony and Reception	23 May
Technical Meeting	23 May
Competitions (see detailed schedule)	24-30 May
Departure	31 May

A preliminary schedule of events is included with this program. A final training and competition schedule will be provided to all nations at the Technical Meeting on 23 May. Elimination rounds will be conducted as necessary depending on the number of event entries.

VENUE

The ranges are located on the military installation at Fort Benning, Georgia, approximately 150 km (90) miles south of the Atlanta Hartsfield International Airport.

Sius Ascor electronic targets will be used for all elimination, qualification, and finals competitions. Seventy-two (72) targets are available for both 50 meters and 10 meter with 40 targets at 25 meters.

An internet “Hot Spot” will be available for use by all participants at Pool Range Complex (Rifle range). Internet services are available at all of the official hotels. It is strongly recommended that foreign participants NOT attempt to drive private or rental vehicles onto the Fort Benning military reservation. USA Shooting is NOT authorized to permit access onto Fort Benning for participants driving rental vehicles.

TRAVEL

We recommend all participants arrive and depart from Atlanta Hartsfield International Airport. The Organizing Committee will provide transportation for \$125 round-trip per person from the Atlanta Hartsfield International Airport to the official hotels in Columbus, Georgia, beginning on 21 May. Transportation to Atlanta for return trips will begin 27 May. If travel information is provided to the Organizing Committee, a representative will be at the Atlanta Hartsfield Airport baggage claim to greet your delegation.

The Fort Benning military installation is closed to the public. Entry to Fort Benning will be most easily accessible by using the official transportation provided by the Organizing Committee. Local transportation will be provided between the Fort Benning shooting ranges and the official hotels only.

ENTRY – INSCRIPTION

National federations may enter three shooters in each competition event and two additional shooters in each event for MQS. Preliminary event entries and all final entries including officials must be made directly with the ISSF on their website at <http://entry.issf-sports.info> or faxed to 49-89-544355-44. All other forms are to be faxed or scanned and emailed to USA Shooting. Preliminary entry information is required by 1 March. Final entries, travel information, hotel reservations, and rooming lists, are required no later than 20 April. Entries received by the ISSF after 20 April will be charged a late fee of €50 per event entry. Please contact USA Shooting regarding late entries and firearms import permits. It may not be possible to obtain firearms import permits for late entries after 20 April.

No additional entries will be accepted after 18 May. Effective 19 May, federations may request changes only from MQS to Competition.

Each athlete will receive a start number. Start numbers must be displayed in accordance with ISSF Rules during all training and competition.

FEES

Payments may be in Euros or US Dollars. Payments in US Dollars will be transacted at the prevailing Euro and Dollar exchange rate. No other currency will be accepted. Money can be exchanged at the Atlanta Hartsfield Airport but the exchange rate and fees are very unfavorable. Money cannot be exchanged at Columbus – Fort Benning, Georgia.

Event entry fees are €70 per event for competition and MQS entries, which includes local transportation and doping fees. Officials and non-shooters will be charged €50 for local transportation. All inscription fees, transportation, and hotel lodging may be paid in advance, or

on 22- 23 May at the Inscription Office located at Pool Range. Advance payment of fees may be completed by wire transfer to:

Zions Bank
(For the benefit of Vectra Bank, 111 S. Tejon Street, Suite 103, Colorado Springs,
CO 80903)
Swift: ZFNBUS55
Routing #: 102003154
Account #: 4470038021

Payments must be made in Euros with cash only or with US Dollars in the form of cash, travelers checks, or money orders.

FIREARMS PERMITS

Each athlete who brings a firearm and ammunition into the United States of America must have an approved firearms permit from the United States Bureau of Alcohol, Tobacco, Firearms and Explosives Department, (BATFE) to enter the United States and clear customs. This is a requirement for entry in to the United States with firearms! A copy of the AFT Form 6 NIA is on the ISSF website. Make one copy for each shooter who will attend, complete each form entirely and either fax or email the forms to USA Shooting as soon as possible. USA Shooting will submit your forms to BATFE and return via email or fax to your federation when approved. Approval may take thirty (30) days. The ATF Form 6NIA is also available on the USA Shooting website located at www.usashooting.com. Click on “Resources” on the left side of the home page, then click on “Downloads” and find the BATFE Form 6 under the “Competitions” heading.

OFFICIAL HOTELS

Excellent hotel accommodations with special ISSF World Cup rates are available each night as follows:

Marriott Columbus Hotel – Three+ Star	\$137
Hilton Doubletree – Three Star	\$125
Hampton Inn North – Two Star	\$115

The room rate is the same for either single (one person) or double (two persons) per room night. There are no triple occupancy rooms. The rate includes all taxes and breakfast. Breakfast at the Marriott and Hilton is a full breakfast, and continental style at the Hampton Inn.

A variety of restaurants are located nearby each of the official hotels.

All hotel reservations must be made through USA Shooting. Please use the “Hotel Reservation” and “Rooming List” forms included with this program and make reservations no later than 20 April. Room cancellations after 18 May will be charged one night’s room rate.

Delegations and individuals are responsible for paying their own meals, telephone, and miscellaneous charges. A cash deposit or credit card may be required by the hotel for a room telephone and incidentals. Internet access is available at the hotels.

FINAL PAYMENTS

Team leaders must confirm entries and hotel reservations upon arrival. Final payment for entries, transportation and hotel are due on 21 or 22 May and will be paid directly to USA Shooting at the Inscription office at Pool Range Complex. Payments may be made in either Euros with cash or US Dollars by cash, money order or traveler's checks.

VENDORS and INDUSTRY SERVICES

Manufacturers and firearm services are welcome and will be provided an area to service airguns and firearms at Pool Range Complex. We will provide a new service for shooting equipment and firearm companies desiring to exhibit products and make retail sales. An exhibit and sales area will be provided at the Doubletree Hotel. On designated evenings transportation will be provided from the other two official hotels to and from the Doubletree Hotel. Hours of operation will be advertised. Beverages and snacks will be provided. This new service will provide the opportunity for shooters, coaches and officials to visit equipment suppliers and socialize in a friendly and relaxed environment. Vendors may contact Mr. Bill Roy at 719-866-4890 or by email at usaworldcup@usashooting.org for more information.

ISSF ID NUMBERS

Delegations must insure that each shooter has an ISSF Identification number (ID) provided by the ISSF to be eligible to participate in the competition. The athlete's member federation must apply directly to the ISSF for ID numbers

PARTICIPANT ACCREDITATION

All athletes, coaches, team officials, and judges must have an ISSF World Cup USA accreditation listing family name, given name, country, and facial photograph to enter the Fort Benning shooting ranges and use the transportation between the hotels and shooting ranges. Credentials will be prepared by the Organizing Committee from ISSF records. Accreditation badges may be received only by the Team Leader or Coach and will be available at the Inscription office. For any athlete, coach or official not having personal information and photo at ISSF, credentials will be made upon arrival at the Media office.

FOOD & BEVERAGE SERVICE

A wide variety of restaurants are located at the hotels and nearby within walking distance. An excellent lunch service as well as drinks and snack items will be available daily at Pool Range Complex.

FIREARM AND AIRGUN STORAGE

Gun storage will be provided at the shooting range. Pistols will be stored near the Phillips Pistol Range and rifles will be stored conveniently at Pool Range Complex. Firearms will not be transported to and from the hotels. A storage space will be provided for equipment bags and ammunition at the shooting ranges.

OFFICIALS

Qualified officials with an ISSF "A" or "B" judge's license will be selected by the ISSF to serve on juries.

RULES

The competition will be conducted in accordance with the ISSF Official Statutes, Rules and Regulations.

WEATHER

The weather in Columbus in May is normally pleasant with slight chance of rain and high humidity. High temperatures average 87 deg F (30 deg C) and lows average 66 deg F (19 C).

TECHNICAL MEETING

A Technical Meeting will be held for all team leaders and coaches 23 May at 4:00 pm (1600 hrs) at the Infantry Museum (transportation will be available from the Poole Range at 3:30 pm (1530 hrs). Each participating federation is required to have at least one representative present to receive updated information, squadding, and final training and competition schedules.

CEREMONIES

There will be a short Welcome Ceremony (15 minutes) 23 May at 5:00 at the new Infantry Museum located on Fort Benning. In addition to the ceremony, guests may tour the new Infantry Museum. Hors d'oeuvres and drinks will be served. Buses will begin departing for the hotels at 5:45 for those not desiring to visit the museum, and continue for guests who wish to remain later. There will be no closing ceremony.

AWARDS

ISSF gold, silver, and bronze World Cup medals will be awarded to the 1st, 2nd and 3rd place athletes in each event. All victory ceremonies will be conducted following competition according to the final schedule provided at the Technical Meeting.

DOPING CONTROL

The Organizing Committee will conduct doping control according to the ISSF anti-doping control regulations under the supervision of the ISSF Technical Delegate. Anti-doping testing will be conducted in all events for the medal winners plus one random test that may be selected from either the qualification round or finals competition.

AMMUNITION

Smallbore (.22 cal.) Ely ammunition and .177 match pellets will be available at the range for purchase.

VISAS and PASSPORTS

Those countries that require USA VISAS should submit applications to the USA Embassy at least three months in advance of travel. Some applicants will be asked to give personal interviews which will require advance appointments. Countries needing assistance should contact USA Shooting as early as possible with the list of names of their delegation and email contact address or fax number of the US Embassy in their country.

MEMBER FEDERATION RESPONSE REQUIREMENTS

All forms are located on the ISSF on-line registration website at <http://entry.issf-sports.info> or the USA Shooting website at www.usashooting.com. Click on the “Competitions” tab at the top of the home page and select “Match Information” to find 2010 ISSF World Cup USA with all information and forms.

TO BE SUBMITTED NO LATER THAN:

1 March 2010:

PRELIMINARY ENTRY FORM: Enter information at the ISSF website at <http://entry.issf-sports.info>

FIREARM IMPORT PERMIT FORM 6 NIA: To USA Shooting fax at 01-719-866-4884 or scan and email to usaworldcup@usashooting.org

PRELIMINARY HOTEL REGISTRATION: To USA Shooting fax at 01-719-866-4884 or scan and email to usaworldcup@usashooting.org

20 April 2010:

FINAL ENTRY FORM: Enter information at the ISSF website at <http://entry.issf-sports.info> or fax to +49-89-544355-44

FINAL ENTRY FORM OFFICIALS: Enter information at the ISSF website at <http://entry.issf-sports.info> or fax to +49-89-544355-44

FINAL TRAVEL FORM: To USA Shooting fax at 01-719-866-4884 or scan and email to usaworldcup@usashooting.org

FINAL ROOMING LIST: To USA Shooting fax at 01-719-866-4884 or scan and email to usaworldcup@usashooting.org

VISA SUPPORT FORM: To USA Shooting fax at 01-719-866-4884 or scan and email to usaworldcup@usashooting.org

MEDIA ACCREDITATION FORM: To USA Shooting fax at 01-719-866-4884 or scan and email to usaworldcup@usashooting.org

FIREARM IMPORT PERMIT FORM 6 NIA: To USA Shooting fax at 01-719-866-4884 or scan and email to usaworldcup@usashooting.org

COMPETITION & TRAINING SCHEDULE

2010 ISSF WORLD CUP USA

11-24-09

Friday, May 21

Volunteers and Judges Arrival
Early Delegation Arrival

Saturday, May 22

Official Delegation Arrival
Inscription; Equipment Control; Unofficial Training

Sunday, May 23

0900-1600	Inscription (Entry, Transportation & Hotel Payments)	
0900-1200	Equipment Control	
0900-1200	10m	Official Training
1230-1345	10m Air Rifle Men	PET
1400-1515	10m Air Rifle Men	PET
1400-1500	10m Air Pistol Women	PET
0900-1600	50m Rifle and Pistol Men	Official Training
0900-1600	25m Sport & Rapid	Official Training
1530-1645	10m Air Pistol Women	PET
1600	Technical Meeting	Infantry Museum
1700	Welcome & Reception	Infantry Museum

Monday, May 24

0900-1045	10m Air Rifle Men	Qualification
1115-1300	10m Air Rifle Men	Qualification
1115-1230	10m Air Pistol Women	Qualification
1330-1445	10m Air Pistol Women	Qualification
1530	10m Air Rifle Men	Final
1630	10m Air Pistol Women	Final
1700	10m Men Air Rifle & Air Pistol Women	Award Ceremony
1700-1800	10m Air Pistol Men	PET
1815-1915	10m Air Pistol Men	PET
0900-1500	50m & 25m	Unofficial Training

Tuesday, May 25

0900-1045	10m Air Pistol Men	Qualification
1115-1300	10m Air Pistol Men	Qualification
1415	10m Air Pistol Men	Final
1500	10m Air Pistol Men	Award Ceremony
1500-1615	10m Air Rifle Women	PET
1630-1715	10m Air Rifle Women	PET
0900-1100	50m Rifle 3x40 Men	PET
1130-1330	50m Rifle 3x40 Men	PET
0900-1400	25m Pistol Women	Unofficial Training
	25m Rapid Fire Pistol Men	Unofficial Training

Wednesday, May 26

0900-1015	10m Air Rifle Women	Qualification
1045-1200	10m Air Rifle Women	Qualification
1315	10m Air Rifle Women	Final
1400	10m Air Rifle Women	Award Ceremony
0900-1220	50m Rifle 3x40 Men	Elimination
1300-1620	50m Rifle 3x40 Men	Elimination
0900-1300	25m Rapid Fire Pistol Men	PET
1400-1600	25m Pistol Women	Unofficial Training

Thursday, May 27

0900-1220	50m Rifle 3x40 Men	Qualification
1345	50m Rifle 3x40 Men	Final
1445	50m Rifle 3x40 Men	Award Ceremony
1500-1700	50m Rifle 3x20 Women	PET
0900-1200	25m Rapid Fire Pistol Men	Qualification Stage 1
1300-1530	25m Pistol Women	Unofficial Training

Friday, May 28

0900-1115	50m Rifle 3x20 Women	Qualification
1230	50m Rifle 3x20 Women	Final
1315	50m Rifle 3x20	Award Ceremony
1315-1415	50m Pistol Men	PET
1430-1530	50m Pistol Men	PET
1600-1700	50m Rifle Prone Men	PET
1715-1815	50m Rifle Prone Men	PET
0900-1130	25m Pistol Women	PET
1200-1500	25m Rapid Fire Pistol Men	Qualification Stage 2
1600	25m Rapid Fire Pistol Men	Final
1645	25m Rapid Fire Pistol Men	Award Ceremony

Saturday, May 29

0900-1100	50m Pistol Men	Elimination
1130-1330	50m Pistol Men	Elimination
1415-1530	50m Rifle Prone Men	Elimination
1600-1715	50m Rifle Prone Men	Elimination
0900-1130	25m Pistol Women	Precision Stage
1230-1430	25m Pistol Women	Rapid Stage
1600	25m Pistol Women	Final
1645	25m Pistol Women	Award Ceremony

Sunday, May 30

0900-1015	50m Rifle Prone Men	Qualification
1130	50m Rifle Prone Men	Final
1215	50m Rifle Prone Men	Award Ceremony
1230-1430	50m Pistol Men	Qualification
1545	50m Pistol Men	Final
1630	50m Pistol Men	Award Ceremony

Monday, May 31

Delegations Depart

Please register on-line at: <http://entry.issf-sports.info>

ANNEX 1

(Or use exceptionally Fax to ISSF Headquarters at +49-89-544355-44)

	ISSF World Cup 2010 Rifle / Pistol Fort Benning, USA 22 – 31 MAY 10	
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PRELIMINARY ENTRY FORM		please return by	01 MAR 10
name of federation	nation		
contact person	phone number		
e-mail address	fax number		

ATHLETES	event men	number of starts	event women	number of starts
	50m Rifle 3 Positions Men		50m Rifle 3 Positions Women	
	50m Rifle Prone Men			
	10m Air Rifle Men		10m Air Rifle Women	
	50m Pistol Men		25m Pistol Women	
	25m Rapid Fire Pistol Men			
	10m Air Pistol Men		10m Air Pistol Women	

OFFICIALS	number of officials
Team officials and media persons	



Total number of athletes _____
 Total number of officials _____

Please indicate who will make arrangements for the hotel reservation of your team:

- Self**

 Organizing Committee

ORGANIZING COMMITTEE
USA Shooting Mr. Bill Roy 1 Olympic Plaza Colorado Springs, CO 80909, USA Phone: +1-719-866-4890 Fax: +1-719-866-4884 E-mail: usaworldcup@usashooting.org Website: http://www.usashooting.com

	ISSF World Cup 2010 Rifle / Pistol Fort Benning, USA 22 – 31 MAY 10	
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PRELIMINARY HOTEL ENTRY FORM		please return by	01 MAR 10
name of federation			nation
contact person			phone number
e-mail address			fax number

hotel choice	no	please indicate the hotel in order of preference
	1	
	2	
	3	

room choice	room type	number of rooms
	single	
	double/twin	

ORGANIZING COMMITTEE

USA Shooting
 Mr. Bill Roy
 1 Olympic Plaza
 Colorado Springs, CO 80909, USA
 Phone: +1-719-866-4890
 Fax: +1-719-866-4884
 E-mail: usaworldcup@usashooting.org
 Website: <http://www.usashooting.com>

Please register on-line at: <http://entry.issf-sports.info>
 (Or use exceptionally Fax to ISSF Headquarters at +49-89-544355-44)

ANNEX 3.3

	ISSF World Cup 2010 Rifle / Pistol Fort Benning, USA 22 – 31 MAY 10	
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FINAL ENTRY FORM	(C) Officials	please return by	20 APR 10	to ISSF Headquarters
name of federation	nation code			Bavariaring 21
contact person	phone number			80336 Munich, Germany
e-mail address	fax number			Phone: +49-89-544355-0
				Fax: +49-89-544355-44
				E-mail: entry@issf-sports.info

no	gender W=women M=men	officials		date of birth			positions (for identification please use legend below)
		family name	first name	DD	MM	YY	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Legend:
 Team Leader
 Team Coach
 Team Medical Personnel
 Team Official
 Media Person

For Media Person please use also "Media Accreditation Form"

	ISSF World Cup 2010 Rifle / Pistol Fort Benning, USA 22 – 31 MAY 10	
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FINAL TRAVEL FORM	please return by	to Organizing Committee
name of federation	20 APR 10	USA Shooting Mr. Bill Roy 1 Olympic Plaza Colorado Springs, CO 80909, USA Phone: +1-719-866-4890 Fax: +1-719-866-4884 E-mail: usaworldcup@usashooting.org


travel information					
arrival			departure		
airport	rail	car	airport	rail	car
date			date		
time			time		
flight no.			flight no.		
from (airport)			from (airport)		
no. of persons			no. of persons		

Local transfer from airport to the official hotel(s) and back at arrival / departure is required?

YES

NO

Separate forms must be submitted for individual shooters or group of shooters who will travel on different schedules and on different dates!

	ISSF World Cup 2010 Rifle / Pistol Fort Benning, USA 22 – 31 MAY 10	
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FINAL HOTEL RESERVATION FORM	please return by	to Organizing Committee
name of federation	20 APR 10	USA Shooting Mr. Bill Roy 1 Olympic Plaza Colorado Springs, CO 80909, USA Phone: +1-719-866-4890 Fax: +1-719-866-4884 E-mail: usaworldcup@usashooting.org

	no	please indicate the hotel in order of preference
hotel choice	1	
	2	
	3	

	room type	number of rooms	number of nights	day of arrival	day of departure
room choice	single				
	double twin				

Note: In order to confirm the hotel booking as requested, a deposit of **50%** of the total accommodations costs needs to be wired by **07 MAY 10**, to the Organizing Committee at the bank information listed below:

Bank Name: Zions Bank (for the benefit of Vectra Bank, 111 S. Tejon Street, Suite 103, Colorado Springs, Colorado, 80903, USA)

Account Name: USA Shooting

SWIFT: ZFNBUS55

Routing #: 102003154

Account #: 4470038021

Please indicate your country name by your money transfer.

_____ Date

_____ Signature of Team Leader

	ISSF World Cup 2010 Rifle / Pistol Fort Benning, USA 22 – 31 MAY 10	
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FINAL ROOMING LIST FORM	please return by	to Organizing Committee
name of federation	20 APR 10	USA Shooting Mr. Bill Roy 1 Olympic Plaza Colorado Springs, CO 80909, USA Phone: +1-719-866-4890 Fax: +1-719-866-4884 E-mail: usaworldcup@usashooting.org

hotel

single				
no	name	check in date	check out date	number of nights
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

double / twin				
no	name	check in date	check out date	number of nights
1				
2				
3				
4				
5				

	ISSF World Cup 2010 Rifle / Pistol Fort Benning, USA 22 – 31 MAY 10	
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VISA SUPPORT FORM		please return by 20 APR 10
name of federation	nation	
contact person	phone number	
e-mail address	fax number	

no	family name	first name	date of birth	passport number	issue on	issue by
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

NOTE:

Date

Signature of Team Leader

<p>ORGANIZING COMMITTEE</p> <p>USA Shooting Mr. Bill Roy 1 Olympic Plaza Colorado Springs, CO 80909, USA Phone: +1-719-866-4890 Fax: +1-719-866-4884 E-mail: usaworldcup@usashooting.org Website: http://www.usashooting.com</p>
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	ISSF World Cup 2010 Rifle / Pistol Fort Benning, USA 22 – 31 MAY 10	
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MEDIA ACCREDITATION FORM	please return by	to Organizing Committee
name of federation	20 APR 10	USA Shooting Mr. Bill Roy 1 Olympic Plaza Colorado Springs, CO 80909, USA Phone: +1-719-866-4890 Fax: +1-719-866-4884 E-mail: usaworldcup@usashooting.org

Please check the applicable media:	TV	RADIO	AGENCY	MAGAZINE	PHOTO	JOURNALIST	OTHERS

information	
family name	first name
media	
AIPS member and card no.	yes: no: card number
passport number	place of issue date of issue
address	
phone number	fax number
mobile number	e-mail address
e-mail address	
comments	

hotel	
travel information	
arrival	departure
airport rail car	airport rail car
date	date
time	time
flight no.	flight no.
from (airport)	from (airport)

Local transfer from airport to the official hotel(s) and back at arrival / departure is required?

YES NO

Date

Signature of Team Leader