



**INDONESIA  
2018**  
ASIAN PARA GAMES

MANUAL  
HANDBOOK  
**PARA GAMES  
VILLAGE**





# PREFACE



On this occasion I represent Asian Para Games Committee (INAPGOC), would like to thank the Asian Paralympic Committee (APC) for entrusting Indonesia as hosting the Asian Para Games 2018 in Jakarta, Indonesia . Thank you also to the president of the Republic Indonesia, the relevant ministries to help prepare and organize Asian Para Games 2018 and to the provincial government of DKI Jakarta as the host.

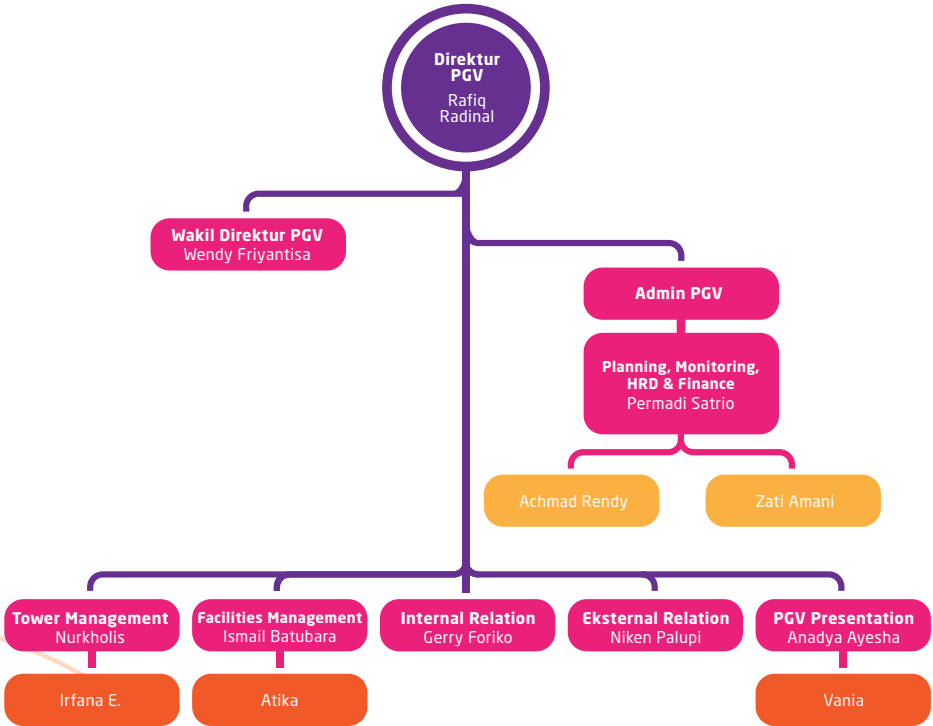
With the support of the President of The Republic of Indonesia, along with INAPGOC and asll relevant stakeholders will ensure to provide our best efforts in preparing and organizing the Asian Para Games in 2018, as the largest celebration for disability sports in the ASENA region. With inspiring spirit and energy of Asia, and full support from Asian Paralympic Committee (APC), we believe that the 2018 Asian Para Games will be a success.

As host and one of the main partners, of the Asian Paralympic Committee, we will work together and coordinate fully with the Asian Paralympic Committee to ensure the success of this multi sport event.

Again, we deeply appreciate the support and trust of the Asian Paralympic Committee to Jakarta to make the 2018 Asian Para Games a success.

Raja Sapta Oktohari  
**Chairman of the National Executing Committee  
Indonesian Asian Para Games Committee (INAPGOC)**

# ORGANIZATIONAL STRUCTURE



**Para Games Village Department**  
Indonesian 2018 Asian Para Games Committee

# LOGO



The concept that is brought this year is “Harmony”, which is a form of harmonious and balance within the natural environment and our surroundings in living the life. The circle shaped logo representing harmony/balance that is formed by the diversified nations all over Asia, altogether harmoniously shines to the world as “The Energy of Asia”. Collection of pieces forming a circle represents the silhouette of Gelora Bung Karno Stadium from top view. Gelora Bung Karno will be the main venue of the Asian Games 2018. Silhouette of a moving man in the center of the circle symbolize a form of movement of ‘**The Energy of Asia**’, the movement of Asian Para Games 2018 athletes achieving victory. The 3 curves in 3 colors surrounding the man’s silhouette serve as the diversified nations of Asia that move all together as a unity in harmony for mutual achievement.

- Blue** : represents the sky
- Orange**: represents the sun
- Green** : represents nature
- Purple** : represents proximity
- Red** : represents spirit

The sky, The sun and Nature are the three basic elements in Asian philosophy of Living, in which togetherness is one of the most important factor in a way of living as well. The color purple that represent wisdom, loyalty and pride is the spirit of solidarity.

# MASCOT



**MOMO**

**MOMO (Motivation and Mobility)** is the official mascot of the Asian Para Games 2018. The mascot is a graphic visualization of Bondol Eagle (*haliastur indus*). The eagle only lives in 1000s' island (pulau seribu) area with easily recognized bright white color from head to chest, while other part of its body is dark brown. Due to its small population, Bondol eagle is categorised as endangered species by the United Nations.

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# OVERVIEW



## Para Games Village, Kemayoran - Jakarta



The Para Games Village (PGV) will provide accommodation, catering and other services to athletes and team officials at the Jakarta 2018 Asian Para Games.

The Athlete Village will serve as a venue for Delegation Registration Meetings (DRMs) and Chefs de Mission meeting. An NPC HQ Office will be available in the Village where an NPC will handle administrative task for their delegations.

The Village is barrier with 3.00 m fences, and it is planning to install various facilities for the teams' convenient uses. In the entrance hall in the housing, access ramps, safety handles, anti-slip mats, shower holders and bath chairs will be installed in the bathroom, and temporary outdoor toilets will be installed.

# VILLAGE OPERATING PERIOD



**PRE OPENING**

29 September 2018

**OFFICIAL OPENING**

3 Oktober 2018

**CLOSING**

15 Oktober 2018

### 1. Information of Athlete Village



Located in Kemayoran, Jakarta, the village can accommodate up to 5000 people (athlete and official) in 3500 unit.

The village is a 40 minute drive from the Soekarno Hatta International Airport , a 45 minute drive (Not including time of getting on/off) from the main competition and training venues

The Village consists of Residential, International and Public Zones. The Residential Zone will accommodate athletes and team officials, ensuring a safe and comfortable stay. The NPC services Center, the Dining Hall and various convenient facilities will be located in the International Zone while the Transportation Mall and the Welcome Center will be located in the Public Zone.

## 2. Pre-opening

Pre-opening of Para Games Village will be held on September 29 and 30. Before the official opening, maximum 4 people from each NPC will be accepted as group that will attend the Delegation Registration Meetings (DRMs).

During the pre-opening period, resident service centers will be opened (09:00~18:00).

After 18:00PM, resident service will be provided at Para Games Village Operation Center.

The dining hall will be operated during the pre-opening period.

## 3. Entry Fee (Not including Capitation Fee)

**Entry fee below is for PGV accommodation and catering except for capitation fee.**

As for entry fee (Lodging Charge), athletes and team officials will be charged **600 US** dollars per person, for the period of 17 days (September 29 - October 15, 2018), regardless when each NPC delegation arrives at the Village for their Delegation Registration Meeting (DRM) (September 29 and 30, 2018), and the Official Opening Period (October 3 through 15). Additional team officials exceeding the number of members set by the Final Team Calculator (FTS) at DRM will be charged **1,100 US** dollars per person for the same period. These expenses will not be settled up later.

Each NPC that participates in the Games should pay 80% of the entry fee (Lodging charge) to the account assigned by INAPGOC of the Games between **August 1 and September 15, 2018**, each NPC

should bear the full amount of all remittance charges incurring in the account transfer. It is planned that INAPGOC will notify each NPC of the transfer account individually by the end of July, 2018.

The remaining charge (20%) should be paid in cash (IDR/USD) or with a credit card (VISA) at the Office for Finance office (3rd floor) in NPC Service Center after the DRM. When paid in KRW or with a credit card, it is planned that it will be collected applying the base exchange rate set by INAPGOC. and the exact number of athletes and team officials who will stay will be confirmed after the Delegation Registration Meeting (DRM). Please take note that, without paying the balance, rooms will not be given.

The security deposit for loss and damage in the Para Games Village facilities and supplies is 100 USD per person, and the charge should be paid at the Finance office after each NPC has confirmed its DRM, and when NPC finally leaves the Village, the charge will be calculated after the inspection of loss and damage, and the refund due will be remitted to each NPC Team's account. When refunded to each NPC's account, INAPGOC will bear the transfer fee.

#### **4. Residential Zone**

In the Residential Zone, there will be Accommodation, the Laundry Rooms and the Fitness Centers.

#### **5. Allotment**

Each NPC will be assigned an appropriate number of apartments for athletes and team officials bedroom, NPC HQ office, dispensary. One unit contains 2 bed rooms, with no more than 2 persons assigned to one unit. The accessible room may need to split delegations between

buildings to ensure accessible needs are meet.

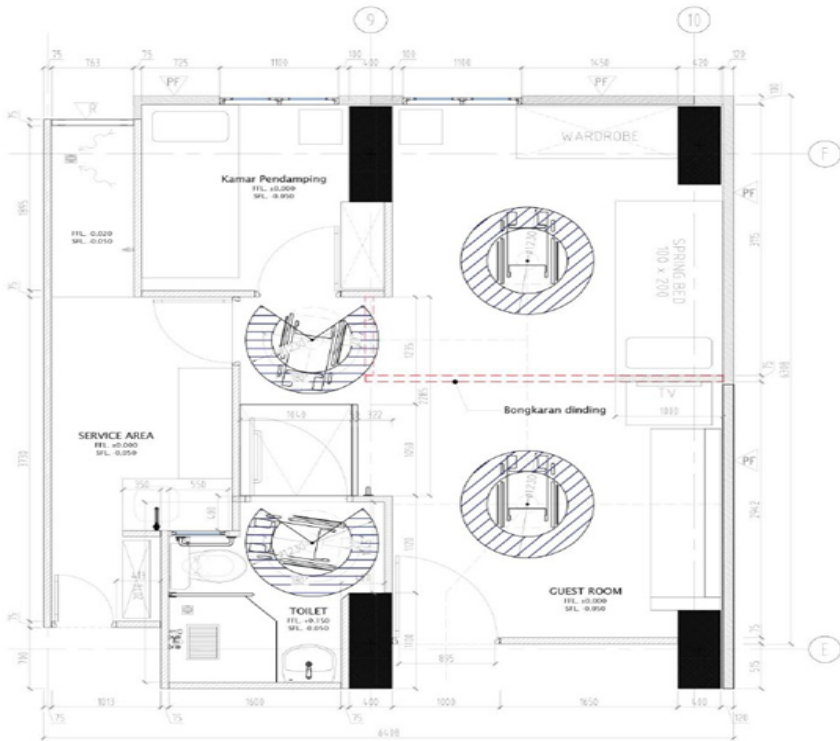
One unit will be assigned to Chef de Mission's accommodation and one unit to be used as the delegation office and dispensary will be provided.

# ACCOMMODATION TYPE





Type 36 m<sup>2</sup>, one living room, 2 beds room, 1 toilet



**TYPE C2**  
SKALA 1 : 50

## 1. Room Supplies

Each unit has two bedrooms and one bathrooms.



## 2. Athletes & Team Officials

ROOM TYPE	SUPPLIES	QTY	REMARK
Bedroom (2 bed)	Bed and bedding (each bed come with 1 mattress, bed sheets, quilts, pillow, pillowcase)	2	Set
	Clothes Rack	1	
	Curtain	1	
Living Room	Table	1	
	Sofa	1	Set
	Waste Bin	1	
	Tissue Box	1	

ROOM TYPE	SUPPLIES	QTY	REMARK
Bathroom	Slippers	1/person	
	Shampoo	1/person	Set
	Soap	1/person	
	Tooth Paste	1/person	
	Waste Bin	1	
	Tooth Brush	1/person	
	Bath Towel	1/person	
	Face Towel	1/person	
Entrance	Fire Extinguisher	1	

### 3. Housekeeping

Housekeeping for NPC accommodation will be provided daily. This includes bed-making, dusting, sweeping, garbage removal, cleaning and sanitizing of toilets. Toilet rolls will be replenished when necessary. Towels will be changed every day. Residents are expected to look after their personal valuables.

### 4. Loss and Damage

A list of all equipment and facilities issued to each NPC will be delivered to the Chefs de Mission on the day of the delegation's arrival, and all NPCs are expected to take good care of all equipment or facilities issued to them. In case of damage or loss, NPCs will be charged with the cost of repairing all items concerned according to the detailed Damage List prepared by INAPGOC. In order to cover any loss or damage, a deposit

of **USD 100** per person will be charged against NPCs upon their arrival in the Para Games Village.

In the event that the deposit fails to cover the damage repair costs, it is NPC's duty to pay for the complete loss and damage. One day before leaving, the persons in charge of Para Games Village facilities and the officials of each NPC will jointly inspect loss and damage on the facilities used and after deducting expenses for any lost and damaged parts within the range of the deposit paid, the refund due will be deposited to the returning account submitted by each NPC, and a receipt will be issued after the final calculation.

NPC Postal Address

NPC Postal Code: 405-220

NPC Postal Address: NPC Name

Para Games Village Kemayoran

Jakarta, Republic of Indonesia

## 5. Resident Services Center

The residential area consists of two blocks and there are two resident service centers, one for each block. The center will operate the front desk for 24 hours, receive and process requests for housekeeping and maintenance service, offer drinking water, ice and can, reissue lost keys.

## 6. Laundry Room

A public(shared) laundry room will be set up in each block of the Residential area for athletes and team officials, offering free laundry service.

Laundry services will be operated from 08:00 ~ 22:00. When dropping off and picking up bags or nets for washing clothes, the resident should present his or her ID card. Laundry dropped off between 8 am and 10 am may be picked up after 18 pm on the same day and laundry dropped off after 10 am may be picked up after 10 am the day after. Only washing machines will be available and a dry cleaning service will be provided at laundry room in athletes' service center and fees apply.

# INTERNATIONAL ZONE



The International Zone hosts a number of facilities for NPCs such as the NPC Services Center, the Dining Hall, convenient facilities, the Park Theatre and the Flag Plaza.

### 1. NPC Service Center

During the Village operating period, the NPC Services Center will provide one-stop service to NPC delegations including collecting of information and responding to their questions or inquiries.

### 2. Chefs de Mission Meeting Hall

The Chefs de Mission Meeting Hall will be located on the 2nd floor of the NPC Services Center building in International Zone of the Para Games Village. The CdM meetings are scheduled to be held every day between 07:30 and 08:30 from October 3, 2018 until the end of the Games.

### 3. Sports Information Center

The Sport Information Centre (SIC) in the Village will provide sport information to NPCs through the Games.

The SIC is located on **the second floor in International Zone and is opened to proxy card holders which is limited** to Chefs de Mission, Deputy Chefs de Mission and team officials (Ac, Am, Ao and As). NPCs should note that it is not opened to athletes.

The SIC will contain sport-specific desks for every sport and discipline and it will provide a variety of services to NPCs, as follows:

- The dissemination of general sport information, through sport publications and discussions with sport specific staff
- The distribution of results, draw/start lists and other key competition information, including schedule updates where required
- The provision of training schedule information, assistance with booking and changing training sessions
- Notification of sport-field meeting schedules such as team leaders' meeting, etc
- Assistance with the communication of key information from INAPGOC to NPCs
- Information is also accessible and printable through INFO 2018 terminals located in SIC
- Operation of Classification Information Desk

The SIC will be opened on 3 October 2018, the day the Village opens, and will be operated daily from 07:00 to 22:00 till 15 October, 2018.

#### 4. Flag Plaza

The Flag Plaza, located in the International Zone, will serve as a venue for Team Welcome Ceremonies (TWCs). TWCs will be held in the Plaza for NPC delegations (athletes, officials, VIPs) moving into the Para Games Village between 10:00 and 18:00 every day, from October 3 to 15, 2018. The exact date and time of the TWC for each NPC will be discussed and confirmed between the NPC and INAPGOC during DRMs. NPCs will be asked to choose a preferred date in advance.



A delegation's Welcoming Ceremony will be held within 48 hours of the delegation's arrival in the Athlete Village. Any issue or arrangement concerning the Ceremony that is not confirmed during the DRMs will need to be finalized by the Chefs de Mission at the NPC Services Center. The NPC Services Center will inform Chefs de Mission of all procedural matters regarding the TWCs.

## **5. Convenient Facilities**

Various convenient facilities will be available in the Para Games Village including a bank, a hair salon, a convenience store, a laundry shop, an Internet café and prayer rooms.

## **6. Souvenir Shop**

A souvenir shop will sell official Games souvenirs including T-shirts, dolls, caps, pens and accessories.

## **7. Dining Hall**

The Dining Hall will be set up in the International Zone.

## **8. Public Zone**

Consisting of Welcome Center, Accreditation Center, Transportation Mall and VIP Parking Lot, the Public Zone is an area where all visitors who wish to have an access to the Village have to gather for Access Control formality procedures.

## 8. Guest Accreditation

The Guest Pass Center will provide accreditation services(application for accreditation, issuance of guest passes, etc.) for VIPs, NPC guests and the media wishing to gain access to the Para Games Village.

Each NPC will be allotted with a certain number of Non-transferable Guest Passes per day. The total daily quota of the Guest Passes per NPC is based on the size of the delegation (Delegation size refers to the total number of athletes and team officials). Each NPC has a right to decide on application and distribution of the PGV Guest Passes and will be responsible for their guests at all times.

Guest Pass holders will be allowed to access the International Zone without the company of the accredited personnel. However, they can only access the Residential Zone if accompanied by a Village resident at all times.

NPCs should inform their guests that:

- Guests will be required to leave valid photo identification (e.g. passport, etc.) at the Guest Pass Center in exchange for their Passes
- While in the Para Games Village, the NPC Guests should wear the Passes visibly at all times
- Guests are required to return the Passes to the Guest Pass Center when leaving the Village
- Guests should comply with the regulations of the Village

# FOOD AND BEVERAGE SERVICES



When the Para Games Village officially opens, food and beverage services will be offered at the dining hall.

## 1. Overview of Dining Hall

Athletes, officials, and technical officials may use the Para Games Village dining hall. The dining hall offers breakfast, lunch, dinner, snack and late-night snack 24 hours a day.

## 2. Menu

The dining hall offers a wide variety of foods including Asian, Western, vegetarian, which reflects the diverse eating habits of people around the world. All food served in the dining hall are halal food.

Packed lunch and dinner are available for athletes and officials who are unable to use the dining hall due to games and practices. Packed meals should be requested by each NPC at the NPC service center catering desk 24 hour before. The catering desk would open daily at 07.00 A.M - 03.00 P.M.

## 3. Meal regulations

Those who have registration cards (athletes, officials, TDs) with Food and Beverage pictogram can eat at the dining hall. Those who have registration cards without Food and Beverage pictogram can purchase meal ticket to eat at the dining hall.

Visitors who have guest pass can purchase meal ticket and eat at the dining hall only when they are accompanied by Para Games Village residents. The meal tickets can be purchased at the NPC service center catering desk.

#### 4. Other rule

External foods are not allowed into the dining hall and food cannot be taken out for food sanitation.

It is not allowed to bring bags or luggage into dining hall. Dining hall users should leave their bags or luggage at lockers located in the dining hall reception desk.

No cooking is allowed in the residential area. Drinking alcohol is not allowed in the Athlete Village and no alcohol can be sold.

# PARA GAMES VILLAGE ACCESS POLICY



The rights of access to areas in the Athlete Village by the type of registration card are as follows:

CLASSIFICATION		PUBLIC AREA	INTERNATIONAL AREA	RESIDENTIAL AREA	REMARK
Registration card holder	Athlete & Official	o	o	o	
	Guest	o	o	o	Accompanied by an NPC Team or an interested person
				x	Single pass
Person without registration card		o	x	x	





