

Special Coach Notes

THANK YOU for your interest in our **SKATE ASIA 2017** Competition & **3rd Series in our ISIA Asia Championship 2017**. It is very excited to held Skate Asia for the first time in Indonesia.

In this respect of the Skate Asia 2017 in **BX RINK, INDONESIA** which is only a few months away, are particularly important. They bring together people from all around South East Asia, China, UAE and many more to celebrate our passion in ice skating and our unity in diversity.

Therefore, we hope you **MAKE YOUR PLANS NOW** and encourage all of your skaters to attend!

Since we are expecting another popular Skate Asia Competition this year and to help ensure an accurate and easy entry process for your skaters - we wish all coaches to follow our instructions for easier processing of your skaters' entry forms and payments. Your cooperation and efficient help with this registration process will be **GREATLY APPRECIATED!!**

1. Please collect all of your team's entry forms and payments in your local currency equivalent. Send the completed and signed entry forms to arrive at the ISIA Asia office in Hong Kong **BY JUNE 6, 2017**.

Please Note: You may also send a Team Summary sheet to the **Competition Director, Mr. Harry Janto Leo**, episkate@gmail.com to verify your team entry totals and payment amounts, but **a copy of each Individual, Dance and Team entry form must be completed, signed, and either faxed or email to the ISIA Asia Office by June 6, 2017.**

Entries will be processed from the Entry Forms and not from the Team Summary sheets. All incomplete or unsigned forms will not be accepted as completed entries.

2. Transfer the money into U.S. dollars and then send a T/T wire transfer in U.S. dollars to the ISIA Asia office in Hong Kong **before June 6, 2017. Complete payment details are listed below.**

After your T/T wire transfer is sent, **you must also fax to (852) 2560 6044 or e-mail a copy of the transfer receipt to Queenie Wong at queeniewong@isiasia.org or Ceylon at members@isiasia.org at the ISIA Asia office for bank payment verification.**

Send Entries to:

Ice Skating Institute Asia Limited
P.O. Box No. 579,
General Post Office,
Hong Kong

Payment is to be made by T/T wire transfer to:

Ice Skating Institute Asia Limited

Bank Details: -

Swift code : HSBCHKHHHKH
Acct Name : Ice Skating Institute Asia Ltd
Bank : Hongkong and Shanghai Banking Corporation
Acct No : 004-450-431788-838
Address : No.1 Queen's Road Central, Hong Kong

Note: Please fax copy of bank draft for verification of entry fees payment.

3. *Please plan your travel and practice sessions so you can attend the **REQUIRED COACH & JUDGE MEETING ON WEDNESDAY, AUGUST 5, 2017** from 12:00pm to 2:00pm.*
4. *The ISI Judge's Certification Exams will be held on August 9, 2017 from 2pm - 4pm. The exam and meeting room location and additional registration details will be updated in our official website www.skateasia2017.com*
5. *All skaters in every event will receive a medal. All skaters not placing in 1st - 5th Place will receive a 6th Place medal.*
6. *The competition schedule packet, ice time schedule & reservation can be downloaded through our official website www.skateasia2017.com in mid- July 2017.*

All competition information can be downloaded from our official website www.skateasia2017.com

If you have any additional questions regarding the general event organization, event entries, event schedule, event rules, or any other technical event details please e-mail Harry Janto Leo, Competition Director, at episkate@gmail.com

If you have any additional questions regarding the event entry payments, or other administrative details, please e-mail Queenie Wong at queeniewong@isiasia.org or Ceylon at members@isiasia.org