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OXFAM

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## Notes to Runners

\*\*\* Please read the Notes before taking part in the event. \*\*\*

**Event date: 22 Oct (Sun)**

**Location: Macau Tower**

澳門樂施會 澳門宋玉生廣場258號建興龍廣場18樓F室

Oxfam in Macau Alameda Dr. Carlos d'Assumpção, No.258, Praça Kin Heng Long, 18 Andar F, Macau.

電話 Tel: (853) 2875 7750 傳真 Fax: (853) 2875 7667 澳門免費查詢熱線 Toll Free Hotline: 0800 809

網址 Website: [www.oxfam.org.hk](http://www.oxfam.org.hk)





**Thank you very much for joining the Oxfam TowerRun and partnering with Oxfam to fight against poverty!**

## 1. Notes before the event

### (1) Submit required documents

Participants who do not register online must sign the Disclaimer before the event and return it to Oxfam in Macau by email, fax or post on or before 13 October 2023 (see the 'Enquiry' section on the last page of the Notes). The Disclaimer can be downloaded from the event website: <https://www.oxfam.org.hk/en/join-our-events/oxfam-towerrun/DI-tab-tab>

### (2) Donation

Participants should raise the minimum donation amount below before the event:

Category	Minimum Donation Amount
Individual Challenge (Full Race– 61 levels)	HKD/MOP 525
Individual Challenge (Half Race–31 levels)	HKD/MOP 525
Team Relay Challenge (Teams of 4 – 61 levels)	HKD/MOP 5,100

\*Minimum donation: \$500, engraving fee: \$25

Participants are also encouraged to make donations after the event. Donation receipts will be mailed to runners or contact persons within two months after the event.

**To encourage runners to complete the race, AIA International Limited (the event's principal sponsor) will make an additional donation of HKD100 for each runner who crosses the finish line.**

## 3. Runners' pack Collection

Date & Time	<b>13 - 14 Oct 2023 (Friday &amp; Saturday)</b> 10:00 - 19:00 (no lunch break)
Location	Oxfam in Macau office Alameda Dr. Carlos d'Assumpção No.258, Praça Kin Heng Long, 18 Andar F, Macau
Remarks	(1) Participant can authorise their relatives and friends to collect the pack on their behalf. Relatives and friends must present the authorisation letter when they come to collect the pack. The redemption



	<p>of gift pack form can be downloaded from the event webpage: <a href="https://www.oxfam.org.hk/en/join-our-events/oxfam-towerrun/DI-tab-tab">https://www.oxfam.org.hk/en/join-our-events/oxfam-towerrun/DI-tab-tab</a></p> <p>(2) Participants who do not live in Macau can pick up at the Registration Counter at Macau Tower Outdoor Plaza on</p> <p style="text-align: center;">21 Oct between 14:00 and 17:00;</p> <p style="text-align: center;">22 Oct between 08:30 and 12:00</p>
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Participants' runner bibs will be distributed on Runners' Pack Collection Day. Each participant must present their bib on the event day. **Participants who fail to present their bib will not be able to join the run.**

## 2. Notes on the day of the event

### (1) Event Rundown

9:00	Individual Challenge (Half Race) Men's Race
9:45	Individual Challenge (Half Race) Women's Race
10:30–11:00	Event Ceremony
10:45	Team Challenge (Relay for teams of FOUR)
11:15	Individual Challenge (Full Race) Men's Race
12:10	Individual Challenge (Full Race) Women's Race

\*Individual Challenge (Half Race), Team Relay and Individual Challenge (Full Race) Awards will be presented at 11:00, 12:00 and 13:00 respectively.



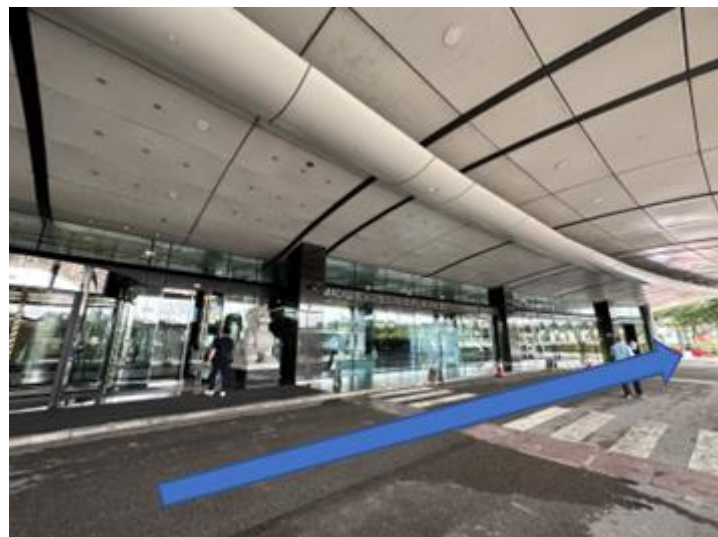
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## (2) Assembly time of each group

Category	Running Orders	Assembly Time
Individual Challenge – Men’s Race (Half Race)	MH01 – MH30	09:00
	MH31 – MH60	09:15
	MH61 – MH83	09:30
Individual Challenge – Women’s Race (Half Race)	WH01 – WH30	09:45
	WH31 – WH60	10:00
	WH61 – WH90	10:15
	WH091 – WH125	10:30
Team Challenge - Relay	R01 – R10	10:45
Individual Challenge – Men’s Race (Full Race)	M01 – M14	11:15
	M15 – M54	11:20
	M55 – M94	11:30
	M95 – M134	11:40
	M135 – M174	11:50
	M175 – M196	12:00
Individual Challenge – Women’s Race (Full Race)	W01 – W09	12:10
	W10 – W50	12:15
	W51 – W89	12:25

## (2) Registration



澳門樂施會 澳門宋玉生廣場258號建興龍廣場18樓F室

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### Venue Entrance

- Participants who have collected the runner package do not need to register onsite again. Please go directly to the **Starting Line**, i.e. the bottom of the Tower\* (the starting area of G/F shown as below), within the group's assembly time;
- Runners should get a runner bib and put it on the front of their tees. Timing chips are attached to the bibs, so please do not fold them. There is no need to return them after the race.
- A free baggage storage service will be available next to the registration counter. Please do not leave any valuables or large baggage there.

### (3) Stand-by




- After arriving at the venue, please pay attention to the starting time of your category. **All runners must arrive at the starting area 15 minutes before their category sets off.**
- The Starting Line Gathering Point is located at the bottom of the Tower: G/F of the outdoor plaza. (See picture below.)
- Runners are welcome to attend the stretching demonstration throughout the event.




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#### (4) Route

		
<b>*G/F Starting Line</b> (Gathering Point of all Races)	<b>T30 Starting Line (Half Race)</b>	<b>T61 Finish Line</b>

<b>Full Race (G/F - T61)</b>	<b>Runners are required to start from the Starting Line located on the ground floor of Macau Tower and climb up the stairs to the Finish Line on the 61st floor. **</b>
<b>Half Race (T30 - T61)</b>	<b>Runners are required to start from the Starting Line located on the 30th floor. Working staff will lead all runners to the T28 Waiting Area by taking the lift. Runners will line up according to their number and start the race on T30, and then climb up the stairs to the Finish Line on the 61st floor. **</b>
<b>Team Relay (G/F - T61)</b>	<p>The letters 'A', 'B' 'C' and 'D' will be printed on the runner bibs for the Team Relay Challenge to indicate the order in which each team member runs. The passing zones are located on T18, T36 and T54. <b>Teams should pass their batons in the baton exchange area. Teams that fail to do so will be disqualified. **</b> The 4th member (D) needs to climb up the stairs to the Finish Line on the 61st floor.</p> 



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\*\* Runners should turn left and run 20 feet on the 54th floor - the refuge floor - before reaching the stairs to the 55th floor.



### 3. Notes for race

- (1) Runners should put on the bibs provided by the Organiser. Timing chips will be attached to the bibs for all runners. Please do not damage the chips. There is no need to return the bibs to the Organiser after the event;
- (2) The venue will be separated into designated areas. For example, the starting area is only for participants and staff. Relatives, friends, reporters and spectators should stay in other designated surrounding areas;
- (3) Due to the limited space on the stairs, **runners should stay on the right when running**. Do not run in the middle of the stairs or block other runners;
- (4) Should runners wish to overtake other runners, they should do so on the left side of the stairs. Do not run side by side on the stairs. There will be staff monitoring the event and runners will be disqualified if they are found to have broken any of the rules;
- (5) Macau Tower's cargo lift will be used for event preparation and emergencies. If runners feel unwell, they should contact the staff, who will be stationed on alternating floors. Runners who feel unwell can leave via the cargo lift if needed. **Should a runner wish to quit during the event, staff will advise him or her to stay at an appropriate location, and provide directions on how to leave the Tower;**
- (6) Runners should leave the Tower according to arrangements made by staff. Runners are encouraged to finish the race within the time limits below. Runners will be advised to withdraw from the race if they cannot complete the race within the time provided;

Full race: 45 minutes	Half race / Team relay: 30 minutes
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- (7) Runners should ensure that they are physically fit for the event and send the Waiver to the Organiser **on or before 13 Oct 2023**. The Waiver can be downloaded here: <https://www.oxfam.org.hk/en/join-our-events/oxfam-towerrun/DI-tab-tab>
- (8) Participants must follow the Organiser's instructions during the run. If participants are found to have disobeyed the rules or disrupted the event, the Organiser's staff have the right to request the participants to immediately stop the competition and leave Tower, they may even be disqualified;
- (9) The Organiser appointed the General Macau Athletics Association as the referee for the event. All disputes on the event day and results announced after the event





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are subject to the decisions of Oxfam in Macau and the General Macau Athletics Association;

- (10) There will be a water station on the day of the event to provide participants with drinking water, Tetra Pak drinks and snacks. To reduce the amount of plastic waste created through the event, the Organiser will not distribute bottled water. Participants should bring their own water or use the reusable plastic cups provided by the Organiser to pour water at the water station.
- (11) During the race, participants may need to use both hands to hold the railing to run up. Participants are encouraged to bring their own gloves if needed.

#### 4. Inclement weather

At 6 o'clock in the morning, if typhoon No. 8 signal or black rainstorm signal is hoisted, the event will be cancelled. Participants should pay attention to the announcement on event webpage and our Facebook page (Oxfam in Macau).

**Oxfam reserves the right to make the final decision on the supplementary event format or cancel it due to unforeseen circumstances. All donations are non-refundable. Thank you for your understanding.**

Event webpage: <https://www.oxfam.org.hk/en/join-our-events/oxfam-towerrun>

Oxfam in Macau Facebook page: <https://www.facebook.com/oxfaminmacau/>

#### 7. Contact us

##### Macau

Alameda Dr. Carlos d'Assumpção No.258, Praça Kin Heng Long, 18 Andar F, Macau

Tel: (853) 2875 7750 - **Enquiry on the day of the event**

Fax: (853) 2875 7667

Email: [towerrun@oxfam.org.hk](mailto:towerrun@oxfam.org.hk)