



Appendix A

Organisational Guidelines

for the organisation of a
Major IAU Competition (MIAUC)

Vs150825



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1. Logistics.



- 1.1. There are currently **80** Member Federations can send athletes to the MIAUC's. They are allowed to compete with a maximum of 9 men and 9 women. Not every country sends a full complement. Some countries may send only one individual, some even none. In recent years we have welcomed about 35-40 nations to the MIAUC's.
- 1.2. In case of a World Championship 100K or 24H you should expect about 160 men and 110 women a total of 260 athletes. In addition each country will send officials, coaches, doctors, physiotherapists, team managers and so on. The average to be expected is about 3 officials per country, making 100 extra persons so the total influx to be accommodated is normally 340-375 persons.
- 1.3. In addition, there will be travelling supporters and athletes intent on taking part in the traditional open race if one is being held. This number varies widely, but has to be borne in mind for accommodation purposes. The LOC is not obliged to arrange the accommodations for those but it is recommended to have a list of all possible accommodations in the environment which will be published in the GIS.

2. Accommodation

- 2.1. One of the major expenses in staging an MIAUC is providing accommodation and food for the invited athletes.
 - a The contract sets the LOC will provide full board accommodation. This should be understood as:
 - FULL BOARD when the delegations don't ask for something else
 - HALF BOARD or BED & BREAKFAST when available and if the delegations are asking for it in the FEF.
 - b Also a full board accommodation, free of charge, for maximum 2 male and 2 female athletes per delegation for a maximum of 3 nights for delegations who can fly in less than 4 hours from their capital to the capital of the LOC country.
 - c Also a full board accommodation, free of charge, for maximum 2 male and 2 female athletes per delegation for a maximum of 4 nights for delegations who must fly at least 4 hours but less than 9 hours from their capital to the capital of the LOC country,
 - d and extended to 5 nights if the delegations must fly at least 9 hours from their capital to the capital of the LOC country.
 - e For CAN, USA, AUS and NZL should be added 1.5h to the expected flying time. This because of the long travel times inside their large countries
- 2.2. The LOC will provide free full board accommodation for the members of the IAU Executive Council and appropriate IAU Area Representative.
- 2.3. The LOC will provide free full board accommodation for the IAAF observer in case of an IAU100K World Championship.
- 2.4. Numbers in excess of clauses 2.1 and any extra nights are the responsibility of the competing nation who should be supplied with the relevant information about the charges in the 'General Information Sheet' (=GIS) which is sent along with the invitation for the competition. It is obvious that the invited delegations/athletes have to pay for all extras.
- 2.5. The total amount of accommodation the LOC should take care of is:
 - max. 9 male and 9 female athletes per delegation.
 - max 3, 6 or 9 officials per delegation.

- 3 = when 1-6 athletes (M+F)
 - 6 = when 7-12 athletes (M+F)
 - 9 = when 13-18 athletes (M+F)
- 2.6. The LOC can offer accommodation for the rest of the delegation but is not obliged to do it. In that case they will provide these delegations with a list with all available accommodations in the area which will be published in the GIS.
- 2.7. The LOC will work out a budget friendly accommodation plan for the invited athletes and their officials, it is recommended to offer an identical solution for the rest of the delegation.
- a The prices the LOC will charge must be agreed by the IAU prior to the distribution of the GIS.
 - b These costs should be equivalent or less than the costs if the federations would have paid if booking independently for this same accommodation. The LOC will send the official rates (in English) to the IAU, 3 months prior to the competition.
 - c The only extra cost, included in the accommodation cost, that will be allowed is a common charge for the daily transport (Athletes Village <> Race venue and others) provided by the LOC. This extra cost must be communicated to the IAU beforehand.
 - d The LOC will use an acceptable cancellation policy and will never exceed:
 - 20 days before the race: free of charge
 - 10 days before the race: maximum 50% charge (*)
 - Last 10 days: maximum 100% charge (*)
 - (*)= this charge will be based on the costs for B&B accommodation.
 - e The LOC can ask the federations to pay the accommodation cost on arrival. In general this happens simultaneously with the payment of the travel grants. They will inform the delegations at least two weeks prior to the competition about:
 - the expected accommodation costs the delegations should pay
 - this note will include all details of the costs.
 - the way the delegations can pay
 - By bank transfer => account + IBAN & BIC code
 - ❖ Must be done at least 7 days before the race!
 - By what kind of credit cards
 - ❖ Visa, Master Card, American Express, ... etc..
 - Cash
- 2.8. The team leaders should receive a detailed receipt from the LOC/Hotel on which is detailed indicated what was free of charge and what expenses they paid for.
- 2.9. Organisers may also find it prudent to offer free accommodation to press and other media professionals. This can be very rewarding in terms of post event publications.
- 2.10. The **TYPE OF ACCOMMODATION** can vary (hotel, school campus, youth hostel, host families etc..)
- 2.11. Whichever is preferred, some basic requirements must be met. The accommodation should be clean and comfortable. (see pt.3. Rooms)
- 2.12. The **LOCATION OF THE ACCOMMODATION**
- a Preferably within the reach of 20km from the race venue
 - b In case there are several accommodation locations:
 - All should be in the same environment, this to facilitate the contact between the different delegations
 - The highest accommodation should never be located more than 250m above the lowest



- Teams should never be separated.
- Extra crew members and supporters can be asked to look themselves for another accommodation. The LOC will provide a list of hotels and other accommodation places which will be published in the GIS
- In case the LOC provides also accommodation to supporters, these can be hosted on a different location but it is recommended to avoid this.

3. Rooms

- 3.1. Should not be too crowded.
 - Recommendation :
 - a maximum of 4 per room, a minimum of 6m² per athlete.
- 3.2. Only athletes of the same gender should share the same room, except when the delegation asks differently.
- 3.3. At least one window (that can be opened) per room.
 - Recommendation :
 - Central heating when normal average temperatures < 12°C
 - Airconditioning when temperatures > 30°C
- 3.4. One bed (full equipped) per athlete, runners should not be forced to sleep together in one bed. This should be a normal standard western-style bed (no tatami, etc..).
- 3.5. Team officials should only be asked to share rooms with their prior agreement. In case of the 50K World Trophy, runners of the same nation can be put together. Different nationalities only with prior agreement.
- 3.6. Should have adequate showering and toilet facilities that are not overloaded. If normal sized towels are not available, this will have to be announced well in advance.
 - Recommendation :
 - Minimum 1 shower (with cold/warm water)/10 athletes
 - Separate showers for men and women, Group showers will not be accepted.
 - Minimum 1 toilet/ 15 athletes
- 3.7. Should be located within easy reach of the competition course. If not, frequent transport (public or organised) towards to the race venue must be provided.
- 3.8. Teams should be kept together as much as possible.

4. Food

- 4.1. The LOC should provide an unlimited menu consisting of high carbohydrate food and fruit suitable for athletes. Meals and drinks must be provided by the accommodation.
- 4.2. It is recommended to provide a typical meal schedule like :
 - a breakfast
 - water, coffee, thee, orange juice, milk, sugar,
 - bread, butter

- jam, fruit (bananas, oranges, ...)
- In the event of a WC : for the Asian runners rice or noodles in stead of bread and butter.

If this is not possible, kitchen facilities should be offered so they can prepare their own meals.

b lunch

- water, cola, orange juice
- pasta, potatoes
- meat, fish
- vegetables, fruit
- In the event of a WC : for the Asian runners rice or noodles in stead of potatoes or pasta. And a dish fried pork and vegetable together. Other than this, some common food that easily can be served like curry pork or beef with rice and/or BBQ meat.
- A vegetarian menu must be provided only if there is asked for in the GIS.
- There should be no other food requests to consider.

c dinner

- mix between breakfast and lunch
- A vegetarian menu must be provided only if there is asked for in the GIS.

d 1.5 liter water/athlete per day

- 3 litres if > 30°C

4.3. The traditional “pasta-party” will be free of charge for all participants of the MIAUC, as well as for their official team leaders.

a The location of this Pasta Party will always be indoor unless the weather forecast statistics of the last 5 years can proof that an outdoor activity is on his place (= dry + at least 18°C at the same moment). But even then an indoor alternative will be previewed. An outdoor pasta party must always been agreed by the IAU beforehand.

b There must be enough seats available for all athletes, officials and VIP’s.

c The Pasta Party will take place between 18:30 and 20:30, so all runners can take profit from it for 100%

d The LOC must inform in the GIS:

- if the pasta party is open for other people besides the delegations, i.e. supporters,
- the costs they will charge for those extra people.

4.4. DURING THE RACE:

The LOC will also provide, for free, a light meal and drinks for those who dropped out rather early in the race.

4.5. AFTER THE RACE :

The LOC will provide for all IAU runners and their officials:

a Free light meals and drinks, especially when the runners are staying on the race venue till the prize ceremony is done.



The meals and drinks should be offered on a reasonable distance from where the athletes are waiting for the prize ceremony and should never exceed 100m

- b Enough seats for all runners and their officials,
- c When necessary the LOC will provide, for free, light meals and drinks for all the IAU runners when they finished, Also the accepted number of officials and crew members will be served in the same way.

- 4.6. Communal meals outside the accommodation are not allowed or must be discussed with the IAU beforehand.

5. Helpdesk - Ombudsman

- 5.1. The LOC should provide a helpdesk in the Athletes Village or when the athletes were put in different hotels, at least in each hotel.
- There must be an information board
 - To announce the latest relevant news.
 - To announce the general time schedule of the event
 - To announce the time schedules of the shuttles
 - ❖ Towards the race venue
 - ❖ Towards the airport
 - This Helpdesk should be 'active' at least two times a day.
 - It should be well advertised when the helpdesk will be active.
 - Internet access at this place would be very helpful.
 - Both, LOC and IAU will try to have at least one person on the Helpdesk.
 - The central ombudsman should be present on the Helpdesk.
 - The IAU flag should be exposed on this location, behind the tables.

6. Transport.

- 6.1. The organisers should provide as much information as possible as to the means of reaching the venue by air, by rail or by road. This information shall be provided in the General Information Sheet (GIS) at least 3 months prior to the MIAUC.
- 6.2. As teams arrive in a foreign country by air/rail they must be welcomed at the agreed point of arrival and given assistance for their onward journey. A welcome desk will be set up in the airport(s) and rail station.
- 6.3. Local transport, by shuttle, from Athletes Village to the technical meeting, openings ceremony, pasta-party, race (start & finish place), closing ceremony, etc.. must be arranged by the organisers, and the cost included in the organisation budget.
- This free transport will only be available for:
 - the athletes running in the MIAUC
 - a crew of maximum 9 persons (names must be on the FEF), depending of the number of athletes (see: pt.2.3.a)
 - The fee which is asked for others (rest of the crew, runners of the Open Race and/or supporters) must be clearly announced in the GIS, at least three months prior to the race.



- Recommendation :
 - Airco is required if the temperature is more than 30°C and the transport takes more than 2 hours.
 - 1 seat for each person
 - All changes and modifications in this regard must be discussed and agreed by the IAU beforehand and must be written clearly in the GIS.
- 6.4. The return of the teams/athletes to their departure airports/stations after the event should also be carefully planned and delegated.
- 6.5. If the start of the race is more than 1km from the athletes village then transport must be arranged.
- the athletes should arrive on the race venue maximum 1h30' before the start and not later than 30' before the start.
- 6.6. If the distance between finish and dressing room or athletes village is more than 500m frequent transportation must be arranged.
- 6.7. Frequent transportation facilities, between athletes race venue and Athletes Village must be provided free of charge for all involved in the event and a timetable published.
- this for runners who dropped out (50K/Trail/100K/24H)
 - this for coaches/crew who need some rest (24H)
- 6.8. If the race course requires so, a shuttle service must be arranged to bring the team leaders and handlers (max. 6/delegation) to the official refreshment zones.
- 6.9. The LOC should ensure that the runners do not walk unreasonable distances to the changing rooms, showers, award ceremony, pick-up places for the shuttle buses. These distances must be discussed in detail with the IAU at least 3 weeks before the competition.
- 6.10. Transportation after the Closing Ceremony must be carefully planned so that all delegations can stay till the end of the IAU ceremony which closes with the ***“handling over the IAU flag to the next MIAUC organiser”*** and the final speech of the IAU President. it is up to the LOC to arrange transport close by the zone of the Closing Ceremony.
- 6.11. **IAU TRANSPORT**
The LOC will provide one car/mini-bus + driver to transport the IAU Council members whenever and wherever they need.
This includes, for 24H events, also the transport during the night between race venue and IAU hotel.



7. RACE



7.1. START

- a The participants of the MIAUC will arrive on the place of departure at maximum 1h30 before and never later than 30' before the start.
- b All of them must be able to stay indoor when they prefer to do.
- c There must be enough seats available to give the athletes the possibility to take some rest.
- d There must be enough toilets and changing space available (1/20 runners)

7.2. COLLECTING THE PERSONAL DRINKS

See 'The Competition Guidelines'!!

must be handled over the evening before the start IN THE ATHLETES VILLAGE

- preferably in the Athletes Village the evening before the start
- otherwise in the Athletes Village 30' before departure to the start
- in all cases will this be told during the Technical Meeting

7.3. PERSONAL REFRESHMENT STATIONS

See 'The Competition Guidelines'!!

- This zone must completely be ready before any team arrives.
- The tables for the personal drinks **are at least 150cmx60cm per team and per country** and will be placed in alphabetic order (following the IAAF Abbreviation).
- In the case of 24H, the LOC will provide for each team per country a space of minimum 9m² (3x3m)
- the drinks will also be placed in numeric order by country.
- The tables will be signed by the official IAAF abbreviation codes.
- These codes will be marked in A3 white board, at 2M high, above the table.
- For the open-race-runners who are not running for the national team of their country, there will be special "personal drink" tables where the drinks and foods will be placed in numeric order.
- Other regulations of the personal refreshment stations can be found in 'The competition Guidelines'

7.4. SPECIAL 24H REQUIREMENTS

- a Covered refreshment stations
 - which protects against rain and wind
- b Extra seats
 - at least 2/ team
- c Mattresses
 - at least 1/team
- d Heating facilities
 - microwave
 - +/- 1/10 teams
 - other electronic heating facilities
- e Electricity



8. Meeting facilities



8.1. TECHNICAL MEETING (TM)

The LOC will provide a room for the Technical Meeting

- for maximum 120 persons (seats for all)
- with a table for 5 persons
- with at least 3 microphones, if possible wireless.
- a beamer for possible pps presentations will be available
- The IAU flag will always be clearly visible behind the desks of the TM-committee.

8.2. CONGRESS

The LOC will provide a meeting room for the IAU congress (when necessary):

- for maximum 150 persons (seats for all)
- a central table for 5 persons
- at least 3 microphones, if possible wireless
- a beamer for possible pps presentations will be available
- one extra table for the IAU Council Members
- one printer with paper and toner.
- The IAU flag will always be clearly visible behind the desks of the IAU President.

9. Travel Grants

The LOC will provide a **SAFE** and discreet place to pay out the Travel Grants

- In the morning, 10:30, of the same day as the Technical Meeting
- One LASER-printer with sufficient toner and paper (at least 250 sheets),
 - Controlled if it is compatible with the IAU laptop(s)
- 3 tables (1 LOC, 1 IAAF, 1 IAU)
- 6 chairs
- **when necessary** the detailed accommodation invoices of the teams who still need to pay for the accommodation
- The Travel Grant money of the LOC
 - will be given on an agreed moment to the IAU
 - ❖ this moment will be decided the day prior to the Technical Meeting.



10. IAU Exposure before and during the event



10.1. Before the event:

- a The LOC will do their utmost best to expose the IAU logo wherever is possible, which means at least:
- The correct spelling of this MIAUC in all advertising and publicity material
 - This spelling should be checked with the IAU Director of Organisations.
 - The IAU logo on all publicity material as there are:
 - Posters,
 - Leaflets,
 - Banners and other “street-publicity”,
 - Publicity in newspapers,
 - Etc...

10.2. During the event:

- a The LOC will do their utmost best to expose the IAU logo wherever is possible, which means at least:
- A flag or big IAU logo on the LOC secretary or LOC “Central Point”, there where all delegations can go for various information.
 - A flag or big IAU logo on the entrance of the Athletes Village
 - A flag or big IAU logo in the press conference room, well located behind the officials (LOC/IAU)
 - Four flags or big IAU logo on the finish line (4=> 2 on both sides)
 - A flag or big IAU logo in the press area behind the finish line, well located so that the logo is always visible on all pictures taken in this area.
 - A flag or big IAU logo during the Openings and Closing Ceremony. (see protocol guidelines)
- b Flags will be provided by the IAU on arrival and must be given back immediately after the Closing Ceremony.



11. Communication, press and media

(organised in consultation with the IAU Director of Communication)

11.1. A common press room

In the Hotel of the IAU Executive Council

- a A pressroom, equipped with communications devices as free (wireless) internet, free fax, free printer (laser or inject), telephones, free photocopier, should be set up for the duration of the event.
- b Access should be limited to identified officials, media, and IAU council members.

11.2. Pre-race press conference:

- a The LOC will provide a place for the pre-race press conference
 - At least a table of 6m long
 - For athletes, LOC and IAU
 - Enough comfortable seats for the press and other visitors
 - With the IAU flag (and/or big IAU logo) behind the table
 - With some water, coffee and/or soft drinks.
 - This will be organised in consultation with the IAU Director of communication)
- b The technical equipment of this room:
 - Microphone
 - Laptop with beamer
 - If possible: free WIFI-internet access
- c On all other places for public interviews the IAU flag and/or big IAU logo will be displayed right behind the interviewed persons.

11.3. During the event:

- a The LOC will provide a **competition pressroom**
 - of at least 30m²
 - At maximum 200m of the finish line

For:

- IAU Live coverage of the race.
- Local and international press.

Equipment:

- Enough tables and seats for all press and IAU.
- Free WIFI-internet access.
- Electricity.
- Non-alcoholic drinks.
- A light meal is recommended.
- And “smoking free” !



b On the course

- There must be a possibility for the local and international press to:
 - Follow the race by car or motorbike.
 - ❖ As long the safety of the runners is not in danger
 - The LOC can help to provide transport for this press.

c On the finish line

- There must be a well-designed **photo-shoot zone** for the:
 - Press
 - IAU

This zone must be prohibited for other persons.

This zone may not obstruct the runners who should still run one or more laps (in case the race is run in a number of laps).

- The IAU logo, and the name of the MIAUC must be visible from behind the finish line.
- The text on the finish ribbon must be in the direction of the photographers.
- The LOC will prevent that people should obstruct or be in front of the photographers at the moment the runners are finishing.

11.4. Post-race press conference:

a The LOC will provide a place for the post-race press conference.

- At least a table of 6m long.
 - For athletes, LOC and IAU.
- Enough comfortable seats for the press and other visitors.
- With the IAU flag (and/or big IAU logo) behind the table.
- With some water, coffee and/or soft drinks.
- This will be organised in consultation with the IAU Director of communication).

b The technical equipment of this room:

- Microphone.
- Laptop with beamer.
- If possible: free WIFI-internet access.

c On all other places for public post-race interviews the IAU flag and/or big IAU logo will be displayed right behind the interviewed persons.

12. Additional Facilities.

12.1. In the Athletes Village:

- a It is recommended to look for (free) internet facilities.

12.2. Doping testing

- a is mandatory and suitable facilities should be provided in accordance with IAAF Rules and Regulations and with the advice of local doping testing team. Expenses will be a matter of agreement between the LOC and the national athletic federation. (See Technical Guidelines under Appendix B)



b The LOC will proof the preparation of these doping tests by sending the contract to the IAU 3 months prior to the event.

- This contract will clarify/guarantee:
 - the number of athletes that will be controlled
 - the obliged EPO tests
 - the identification of the Doping Control Lab.

12.3. A medical centre, professionally staffed and equipped, must be set up for the duration of the races.

12.4. A suitable method of accreditation for officials and athletes must be adopted.

13. Opening Ceremony (see Protocol Guidelines)

14. Victory Ceremony (see Protocol Guidelines)

15. Spectators and Supporters.

15.1. Spectators, supporters, and team management need access to the course and the means of achieving this must be indicated. (see transportation plan)

15.2. Means of travel to various points on the course need to be planned. (see transportation plan)



16. MEETINGS IAU <> LOC



16.1. Prior to this MIAUC the following meetings between IAU and LOC will be planned:

a 6 months prior to the MIAUC

- checking :
 - ALL organisational guidelines
 - ALL competition guidelines
 - ALL protocol guidelines
- This meeting will be done preferably on site but if not possible (too far?)
 - by SKYPE conference meetings
 - + extra emails.

b PRE-RACE MEETING, **at least 2 days** prior to the MIAUC

- controlling the Organisational Guidelines
- controlling the Competition Guidelines
- controlling the Protocol Guidelines
- last agreements regarding transferring the Travel Grants
- Last agreements regarding
 - Technical Meeting
 - Payment of the TG's
 - Opening Ceremony
 - Pasta-party
 - Race
 - ❖ Collecting Personal Drinks
 - ❖ Transport of the athletes
 - from Athletes Village to the Start
 - From the finish to the Athletes village
 - ❖ Transport of the team leaders and/or crew members
 - to the refreshment stations
 - to start and finish zone
 - back to the hotels
 - Closing/prize ceremony
 - Transport of the delegations back to the airport/trainstations...



17. Local Organising Committee.



- 17.1. The committee structure, with names where possible, should be published in the bid document.
- 17.2. An international event with athletes from many countries requires an enormous amount of work and the involvement of many, mostly voluntary, people. Competent persons should fill the following key positions and their range of responsibilities fulfilled either by themselves or, in most cases, by a subsidiary team of assistants. There will be a need for good communications between the different departments and therefore regular meetings of the key persons is essential. Although one person may find him or herself doing more than one of the following, it is recommended that as far as possible different individuals fill these positions.
- 17.3. The IAU will be given a list of the names and contact details (e-mail, telephone, Skype, ..) of all English speaking contact persons with their function in the organisation.
- ⇒ This must be done at least three months prior to the MIAUC

- **Recommendation for the several functions:**

<u>President</u>	Overall concept Assembling a team Identifying responsibilities & monitoring progress.
<u>General Secretary</u>	The key contact person for the national delegations He/she should delegate all questions and requests.
<u>Treasurer</u>	Bookkeeping Fund raising & Sponsorship Insurance
<u>Race Director.</u>	Planning the course, measurement and course map Start & Finish arrangements Changing, Toilets, Showers Course marshalling & marking Refreshment stations Timing & Results
<u>Director of accommodation</u>	Hotels, rooms and meals Meetings <ul style="list-style-type: none">- Technical meeting- Meeting room for IAU- Congress room (in the congress-years)
<u>Director of transport</u>	Organising all kinds of transport: <ul style="list-style-type: none">- several arrival points <> Athletes venue- hotel <> course- on the course- social-cultural trips ??
<u>Hostess Director.</u>	Recruitment & training of team hostess's Welcome desk on the arrival points & Information desks in the Athletes Village
<u>Director of Accreditation</u>	Welcome information package Accreditation (release signatures) Registration (notification of who did really arrive)
<u>Director of Protocol</u>	Opening & closing ceremonies (Anthems, Flags) + awards
<u>Medical Director.</u>	Doping control First aid (ambulance & medical staff) & Massage
<u>Media Director</u>	Bid & Competition Brochures



Central Ombudsman

Press Conference & Releases
Publicity (Local, National International)
Press Room arrangements
Media relationships
Post event Reports.
Photography
Should be available in the Athletes Village to help the delegations with their questions and requests.

What's new in the latest versions of the Organisational Guidelines ?

Vs120426	<p>Pt1: adjusting the numbers Pt2: adding pt 2.4, adding pt 2.8 e and 2.9 Pt. 2.13 : concerning the altitude of the accommodation Pt4: extra: food for the early drop-outs Adding chapter 10 and 11 Pt 13 and 14: referring to the Protocol guidelines</p>
Vs120101	<p>Adding of point 2.1.e "The exception for CAN, USA, AUS, NZL" Point 3.4: now also details for IAU 50K Trophy Pt.3.6: better described Pt.4.2a: kitchen facilities for Eastern countries Pt. 4.2b and 2c : Adding of Vegetarian menu's Pt. 7.1.c: "enough seats available" Pt.11 "communication, press and media" (all new)</p>
Vs090701	<p>Adding of point 10: Exposure of the IAU before and during the event Changes in Pt.1 "Logistics": adjustment/correction of the number of runners and officials that can be expected Adjustment of Pt.2 "Accommodation, and more specific the max. amount of officials that must be accommodated, also pt. 2.6.d "the cancellation policy",</p>
Vs081207	<p>The changes in this version are too big to be described in detail in this section, that's why just a brief description is given.</p> <p>2. ACCOMODATION => 2.1.a : clarifying what type of "Board" must be used => 2.1. a and B: 4hours in stead of 3 hours => 2.4 a,b,c,d,e : explanation and regulation regarding the accommodation costs and the CANCELLATION POLICY! Also the way how to pay the accommodation costs.</p> <p>4. FOOD => 4.3 a,b,c : a better description and regulation of the Pasta Party.</p> <p>6. TRANSPORT => better description of the free local transport from the airport to the venue => description of the transport on Race-Day (also for crew and supporters) => description of the transport after the closing ceremony</p> <p>7. RACE (is a new item) details about the start, collecting the personal drinks and the personal drink stations</p> <p>8. MEETING FACILITIES (is an new item) - details of the Technical Meeting - details around the congress requirements</p> <p>9. TRAVEL GRANTS (a new item) - details about place and time schedule to receive and divide the money</p> <p>10. ADDITIONAL FACILITIES => Doping test : a proof of a correct preparation of these tests must be send to the IAU</p> <p>14. MEETINGS IAU <> LOC A description of the several meetings between IAU and LOC prior to the MIAUC</p> <p>15. LOCAL ORGANISING COMMITTEE - the request for a list with names, contact details and function of the ENGLISH speaking people in the organising committee.</p>
Vs081026	<p>2.1 for delegations who can fly in less than 3 hours from their capital to the capital of the</p>

	<p>LOC country.</p> <p>2.2 for a maximum of 4 nights for delegations who must fly at least 3 hours but less than 9 hours from their capital to the capital of the LOC country, and extended to 5 nights if the delegations must fly at least 9 hours from their capital to the capital of the LOC country.</p> <p>2.5. The organisers will work out a budget friendly accommodation plan for non invited athletes and non competitive persons who want to accompany the athletes. These costs should be equivalent or less than the costs if the federations would have paid if booking independently for this same accommodation. The LOC will send the official rates (in English) to the IAU, 3 months prior to the competition.</p> <p>3.3. runners should not be forced to sleep together in one bed. This should be a normal standard western-style bed (no tatami, etc..).</p>
Vs070808	<p>1.1 with a maximum of 9 men and 9 women</p> <p>7.1 A pressroom, equipped with communications devices as free (wireless) internet, free fax, free printer (laser or inject), telephones, free photocopier, should be set up for the duration of the event. Access should be limited to identified officials, media, and IAU council members.</p>
Vs070210	<p>2.6 The team leaders should receive a detailed receipt from the LOC/Hotel on which is detailed indicated what was free of charge and what expenses they paid for.</p> <p>4.2 The traditional “pasta-party” will be free of charge for all participants of the MIAUC, as well as for their official teamleaders.</p> <p>4.3 The LOC will provide light meals for the runners when they finished, especially when the runners are staying on the race venue till the prize ceremony is done.</p> <p>4.5 the athletes should arrive on the race venue maximum 1hour before the start and not later than 30’ before the start.</p> <p>5 HELPDESK</p> <p>7.3 There must be internet acces (broadband) near the finish area to allow the Live Coverage on the internet</p>
Vs060531	<p>Table of Contents</p> <p>“Host institution” is replaced by “LOC”</p> <p>1.3but can vary widely (at the end)</p> <p>2.1 “One of the major” in case of “ the major”</p> <p>2.2 “, for minimum 3 male and 3 female athletes per delegation for a minimum of 4 nights for delegations coming from another continental zone, extended to 5 nights when exceeding 6 time-zones.” Replaced by “for maximum 3 male and 3 female athletes per delegation for a maximum of 3 nights for delegations coming from the same continent as the one of the competition venue.”</p> <p>Insertion of 2.3 : “Also a full board accommodation, free of charge, for maximum 3 male and 3 female athletes per delegation for a maximum of 4 nights for delegations coming from another continent, extended to 5 nights when exceeding 6 time-zones.”</p> <p>2.4 adding : “and appropriate IAU Area Representative.”</p> <p>2.5 replacing “of these” by “of clauses 2.2, 2.3. and 2.4</p> <p>2.5 “with the relevant charges at the invitation to compete stage. Naturally, guests must pay for all extras such as telephone calls, alcoholic drinks and so on. “ replaced by “with the relevant information about the charges in the ‘general information sheet’ which is sent along with the invitation for the competition. It is obvious that the invited delegations/athletes have to pay for all extras.”</p> <p>2.8 “In the past, the type of accommodation has varied widely, sometimes in hotels, sometimes</p>



	<p>in campus accommodation (university residence), sometimes in individual homes of the host village or town. “ replaced by “The type of accommodation can vary (hotel, school campus, youth hostel, host families etc)</p> <p>2.9 “Whichever is preferred “Whatever type of accommodation is offered”</p> <p>3. rooms (some minor changes in grammar)</p> <p>5.1 “at least 3 months prior to the MIAUC and contains “ replaced by “in the general information sheet at least 3 months prior to the MIAUC.”</p> <p>5.4 “Returning teams “ replaced by “The return of the teams/athletes”</p> <p>6.3 “IAAF Rules” replaced by “IAAF Rules and Regulations”</p> <p>6.4(extra)A meeting room for the IAU Executive Council (seating capacity for 15 persons) will be available</p> <p>6.5“A room suitable for the eventual Congress of the IAU will be provided. It should be equipped with microphones and speakers. “ replaced by “When an IAU Congress is planned as part of the event, a suitable room (seating capacity for 100 persons) will be provided by the LOC.” Erassing of “The room should be of adequate size to seat at least 70 persons. “</p> <p>6.6 replaced by “A similar facility will be available for the technical meeting and/or any press conference that may be arranged.”</p>
Vs060310	Addition of the “what’s new” page at the end
Vs060303	<p>layout, frontpage, everywhere the same font.</p> <p>Changes:</p> <p>2.2, 2.3 and 2.4 : teamleaders are not invited to stay for free</p> <p>3.5: about the towels</p> <p>4.1 : addition of Asian menu’s</p> <p>7.1 : = new</p>