



## Appendix H

# General Information Sheet

for the organisation of a  
**Major IAU Competition (MIAUC)**

Vs100125



# ***GENERAL INFORMATION SHEET***

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**Tel.**  
**Mobile**  
**E-mail**

**Skype**



**OTHER FUNCTIONS :**

**Tel.**  
**Mobile**  
**E-mail**

**Skype**



**OTHER FUNCTIONS :**

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#### **4.0 INTERNATIONAL ASSOCIATION OF ULTRARUNNERS (IAU)**

**WEBSITE:** [www.iau-ultramarathon.org](http://www.iau-ultramarathon.org)

##### **IAU SECRETARY**

**Name** Hilary Walker  
**Tel.** +44 7589 5342 (home) +44 7972 5122 (office)  
**Fax** +44 7972 5135 (office)  
**E-mail** [secretary@iau-ultramarathon.org](mailto:secretary@iau-ultramarathon.org)  
**Skype** hilary-walker

##### **DIRECTOR OF ORGANISATIONS & TRAVELGRANT INFORMATION**

**Name** Jan Vandendriessche  
**Tel.** +32 59 27 60 43  
**Mobile** +32 495 26 78 84  
**Fax** +32 59 27 48 58  
**E-mail** [jan.vandendriessche@iau-ultramarathon.org](mailto:jan.vandendriessche@iau-ultramarathon.org)  
**Skype** jan\_vandendriessche

##### **DIRECTOR OF COMPETITIONS**

**Name** Liesbeth Jansen  
**Tel.** +31 59 7432972  
**Mobile** +31 62 2490053  
**Fax** +31 84 8391255  
**E-mail** [liesbeth.Jansen@iau-ultramarathon.org](mailto:liesbeth.Jansen@iau-ultramarathon.org)  
**Skype** liesbeth\_jansen

##### **DIRECTOR OF PROTOCOL**

**Name** Roger Bonnifait  
**Tel.** +33 607 43 26 71  
**E-mail** [roger.bonnifait@iau-ultramarathon.org](mailto:roger.bonnifait@iau-ultramarathon.org)

##### **DIRECTOR OF COMMUNICATIONS**

**Name** Nadeem Khan  
**Tel.** +1 716 392 6657  
**E-mail** [nadeem.khan@iau-ultramarathon.org](mailto:nadeem.khan@iau-ultramarathon.org)





## 5.0 GENERAL COMPETITION INFORMATION

**MIAUC** **IAU 100K World Championships**

**Date**  
**Start time**  
**Max. time**

**Course** **Road**  
**Short description of the course:**

**Profile** Total of + meters  
Total of - meters

**Competition**  **Men's individual competition**  
 **Women's individual competition**  
 **Men's Team Competition**  
 **Women's Team competition**

Only athletes and teams official entered by their National Federation can compete in this MIAUC.

Every Country can send **9** men and **9** women who can compete in this MIAUC, or...

The total number of runners (M+W) per country is limited to **6**

Limited total amount of runners ? **Yes**

**Open race** **Yes**  
Limited runners: **Yes**

**Other races** **Yes**

**Extra RACE-1 : Distance/name :**

Same course : **No** If "No", specify:  
Same starting time : **Yes** If "No", specify:  
Limited runners : **Yes** Specify if necessary:

**Extra RACE-2 : Distance/name :**

Same course : **Yes** If "No", specify:  
Same starting time : **Yes** If "No", specify:  
Limited runners : **Yes** Specify if necessary:

**Extra RACE-3 : Distance/name :**

Same course : **Yes** If "No", specify:  
Same starting time : **Yes** If "No", specify:  
Limited runners : **Yes** Specify if necessary:



## 6.0 PRELIMINARY (PEF) AND FINAL INFORMATION (FEF) FORMS

The PEF's and FEF's should be completed and sent, **before the DEADLINE time**.  
With the FEF's, each Federation will send the list of its own runners, with names, date of births, sex and curriculum vitae or personal bests and will inform the LOC about the procedure and the timetables of arrival and departure.



### DEADLINE PEF's :

### DEADLINE FEF's :

**All forms must be send by fax and/or in digital format to:**

**MF / LOC** Name :  
E-mail :  
Fax :

**IAAF** Name :  
E-mail :  
Fax :

**LOC** Name :  
E-mail :  
Fax :

**IAU** Name :  
E-mail :  
Fax :

### Preliminary entry form

In order to book the accommodation, each Federation will send a list with the names of their athletes, dates of birth, sex and curriculum vitae or personal bests and will inform the LOC about the travel itinerary details of the delegation members (arrival and departure times, flight numbers, required number of rooms, required number of nights, required number of meals to be provided).

### Final entry form

With the final entry form, each Federation will send the **final** list with the names of their athletes, dates of birth, sex and curriculum vitae or personal bests and will inform the LOC about the travel itinerary details of the delegation members (arrival and departure times, flight numbers, required number of rooms, required number of nights, required number of meals to be provided)

**Please note that the travel and accommodation offers made by the LOC are conditional on the prompt return of the entry forms within the deadlines.**



## 7.0 VISA



**Any foreign visitor wishing to visit should have a valid passport**

IAU Members which **don't need a visa** prior to departure:



IAU Members which **do need a visa** prior to departure but **have a Embassy** in their country

IAU Members which **do need a visa** prior to departure but **don't have a Embassy** in their country





**8.0 TRANSPORTATION PLAN TO THE ATHLETES VILLAGE (AV)**



**Airport 1** Name  
Place  
Distance to AV

**Airport 2** Name  
Place  
Distance to AV

**The LOC will put up a “welcome helpdesk” in the airport during the arrival times of the delegations.**

**Train station 1** Place  
Name  
Distance to AV  
Expenses one way ticket

**Train station 2** Place  
Name  
Distance to AV  
Expenses one way ticket

**Busses** From airport 1 to AV  
Expenses one way ticket  
  
From airport 2 to AV  
Expenses one way ticket  
  
From train station 1 to AV  
Expenses one way ticket  
  
From train station 2 to AV  
Expenses one way ticket

**Subway** Close to the AV ? Yes  
Line to take + name end station

**Car rental** Contact details office 1  
Contact details office 2

**Others**



## 9.0 ACCOMMODATION

### ATHLETES VILLAGE (AV)



**Address**  
**Tel.**  
**Fax**  
**E-mail**  
**website**

#### Additional information about the AV:

The Organizing Committee will offer:

- a **full board accommodation**, free of charge,
- for **maximum 3 male and 3 female athletes** per delegation
  - o for a maximum of **3 nights** for delegations who should fly maximum 4 h
  - o for a maximum of **4 nights** for delegations who should fly maximum <9 h
  - o for a maximum of **5 nights** for delegations who should fly minimum 9 h

The accommodation is available for the additional nights, **assistants**, and **coaches**.

The total amount of accommodation the LOC should take care of maximum 9 male and 9 female athletes per delegation and a maximum of 3, 6 or 9 officials per delegation.

- Max. 3 officials when 1-6 athletes/delegation
- Max. 6 officials when 7-12 athletes/delegation
- Max. 9 officials when 13-18 athletes/delegation

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.

The accommodation will be charged following this rates:

Single room:

- B&B:
- Half Board:
- Full Board:

Double room:

- B&B:
- Half Board:
- Full Board:

Triple or quadruple room:

- B&B:
- Half Board:
- Full Board:

It **IS** possible to use this location to accommodate extra **supporters**.

#### **The cancellation policy:**

- free of charge (\*\*) until 20 days before competition day
- maximum 50% charge (\*\*) until 10 days before competition day
- maximum 100% charge (\*\*) the last 9 days before competition day

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(\*\*) this charge will be based on the costs for B&B accommodation.

All accommodation costs should be paid on arrival (=before the payment of the Travel Grants)

This can be done:

- By Bank Transfer at least one week prior to the race
  - Bank account:
  - IBAN code:
- cash
- Visa
- Master Card
- American Express
- others..



Upon arrival in the ATHLETES VILLAGE, each team leader will be given this General Information Sheet (GIS), a questionnaire for the Technical Meeting, the timetable of the MIAUC and if necessary an timetable of the shuttle busses.

### **FOOD & FOOD SCHEDULE**

#### **In general:**

Breakfast at

Lunch at

Dinner at

The **PASTA PARTY is FREE** for all athletes entered by their National Athletics Federation and is scheduled at :

Place:

Other info:



## **10.0 TECHNICAL MEETING**

**Place**  
**Day**  
**Time**  
**Transport**



All teams will receive, the day of arrival, a brochure with all the Technical guidelines/rules specific for this MIAUC

**Extra info**

## **11.0 PAYMENT OF THE TRAVELGRANTS**

The payment of the Travel Grants is scheduled right after the TECHNICAL MEETING, see details under point 9.0.(Technical Meeting).

## **12.0 OPENING CEREMONY**

**Place**  
**Day**  
**Time**  
**Transport**

**Followed by the PASTA-PARTY** Yes

**Info**

## **13.0 RACE INFO**

**The most specific details can be found in the brochure of the TECHNICAL MEETING**  
*(IAU-appendix E: Technical meeting for the organisation of an MIAUC)*

## **14.0 CLOSING CEREMONY**

**Place**  
**Day**  
**Time**  
**Transport**

**Info**

## **15.0 WEATHER CONDITIONS**



The average weather conditions in the past 5 years:

**Max. Temperature**  
**Min. Temperature**

**Humidity**  
**Extra info**



## **16.0 GENERAL TIME SCHEDULE OF THIS MIAUC**

## **17.0 MISCELLANEOUS**

## **18.0 TOURISTIC INFORMATION**