**Event Information**

The HOC usually provides the event information by event bulletins and an event website.

Information posted on the website includes;

* Contact details for the Organising Committee including a Media contact,
* Event schedule;
  + Competition Schedule
  + Team Leader meetings
  + Technical Officials meetings
  + Medal ceremonies
  + Opening and closing ceremonies
  + Equipment control times
  + Official functions
* Team Leaders meeting schedule,
* Entry process and deadlines,
* Results;
  + Where to access live results and Video on demand
  + TV broadcast schedule (if known)
* Pre Competition Training
  + Venue opening times
  + Training possibilities, costs and contacts for prior to the Official Training period
  + Draft Official Training schedule
  + Flatwater training arrangements
* Instructions on how to get to the venue,
* Transportation information
  + Plane / train / bus availability to the city
  + Public transport within the city
  + Car hire options
  + Parking at venue for cars and boat trailers,
  + Any transportation service being provided by the HOC
* Accommodation possibilities including approximate costs
  + There should be a range of accommodation types to cater for varying needs and budgets
  + Booking process
* Accreditation application and access arrangements
* Doping Control arrangements
* Technical Video Service information
* Boat Repair arrangements
* Information for the Technical Officials
* Equipment (Boat) Control arrangements
* Athlete facilities (change rooms / Athlete zone / Athlete catering facilities),
* First aid/medical/massage facilities available to Athletes including prices
* Internet access at the venue
* Boat hire arrangements if applicable,
* Media Information
  + Accreditation and access details
  + Facilities provided for the Media
  + Access to Athlete biography information
* Information on local restaurants,
* Maps of the city
* Local Contact details including;
  + Hospital and medical
  + Physiotherapist
  + Dental
  + Police, Fire , Ambulance
* Ticketing Information
  + Spectator capacity
  + Ticket costs
  + Methods to purchase the tickets

The event website should link from the ICF website and the Host Federations website or be established on the ICF Events website framework.

**Invitations**

Formal invitations including the information required by Rule 10, should be sent to all Federations three months prior to the first day of competition. The HOC will also provide this information to the Media and the ICF sponsors as required.

The invitation must include visas processing information as well as a contact within the HOC who will assist with this process

The NF will send out invitations to all National Federations according to the ICF Rules and Guidelines. The NF will process the entries received and distribute all information required by the ICF Competition Rules.

**Relevant Rules**

**10**

**41.5.1**

**41.9.1**

**41.9.2**

**41.9.2.1**

**23**