

Trondheim city centre (tour hotel)	Trondheim Airport (TRD)	32 km
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LAHTI (FIN)

Program

Date	Competition	TCM	Other
Friday 28/02/2020		17.00 Ski Museum auditorium	
Saturday 29/02/2020	12:00 10 km women C	18.00 Ski Museum auditorium	Prize giving ceremony after the race
	13:30 15 km men C		
Sunday 01/03/2020	11:10 Relay 4x5km, Women		Prize giving ceremony after the race
	13:30 Relay 4x7,5km, Men		

Contacts

Position	Name	Phone	Email
FIS contact	Janne Marvaila	+358 400 600 852	janne.marvaila@lhs.fi

Accommodation	Aino Pippuri	+358 44 482 6345	aino.pippuri@lahtievents.fi
Transportation	Jussi Salomäki	TBA	transportation@lahtiskigames.com
Finances	Laura Hämäläinen Financial manager	+358 45 2631211	finance@hihtolitto.fi
Sport	Hannu Lehman Competition manager	+358 45 6313210	hannu.lehman@lahtiskigames.com
Wax Cabins	Hannu Lehman Competition manager	+358 45 6313210	hannu.lehman@lahtiskigames.com
Truck driving permissions	Hannu Lehman Competition manager	+358 45 6313210	hannu.lehman@lahtiskigames.com
Medical Service	TBA		

Offices and their opening times

Office	Location	Opening times
Race office	Grand stand building (floor level/ entrance 2.)	Friday 28.2. 9.00-19.00 Saturday 29.2. 9.00-20.00 Sunday 1.3. 9.00-17.00
Transportation	Grand stand building (indoor track/ entrance 2.)	Monday 24.2. 10.00 15.00 Tuesday 25.2. 10.00 15.00 Wednesday 26.2. 10.00 18.00 Thursday 27.2. 10.00 18.00 Friday 28.2. 8.00 20.00 Saturday 29.2. 8.00 20.00 Sunday 1.3. 9.00 19.00
Finances	Grand stand building (indoor track/ entrance 2.)	Thu-Fri 15.00-19.00 Sat 10.00-18.00 Sun 10.00-15.00
OC Office	Grand stand building (3rd floor/ entrance 3.)	

Accommodation

- Booking according the FIS Rules via FIS Online registration system.
- The OC offers accommodation for all Cross Country Ski Teams in the center of Lahti (Forenom Apart Hotel, Grand Hotel Lahti) and Vierumäki -Olympic Training Centre.

Please read more information about the accommodations here:

Forenom Apart Hotel:

<https://www.forenom.com/aparthotels/lahti/forenom-aparthotel-lahti/136/>

Grand hotel Lahti : <https://hotels.avainhotellit.fi/grand/en/>

Vierumäki: <https://vierumaki.fi/en/majoitus/hotel-rooms>

Forenom and Grand hotel are located 5-10 min walk away from the venue. Walking distance. Vierumäki sport centre is located 30 min drive away from the venue. Shuttle service available from Vierumäki to venue and vice versa.

Further information: Aino Pippuri, aino.pippuri@lahtievents.fi,

Phone: +358 44 482 6345.

Accommodation and finance office opening hours:

Thu 13 – 19

Fri 9 – 19

Sat 10 – 17

Sun 11 – 15

Accommodation costs

Accommodation costs: Persons from the pay list will be paid by the OC directly. For additional persons, the teams must pay directly to OC, if not agreed otherwise. Accommodation and transfer payments will be done by electronically by bank transfer.

Team Catering

Team Catering facilities are open Friday 28th of February until 1st of March. Coffee and snacks are available next to the CC service area office according to opening hours.

Lunch Services

NEW! Lunch Service: Please inform the OC where you plan to take your lunch, in the hotel or in the venue. List your preferences (with Nation and “CC” plus the amount of people eating) here:

https://docs.google.com/spreadsheets/d/13wm5JU7RzwrUonl8AciSFEKdq4H7OTUKGDm_E nQLVfo/edit#gid=0

- Costs for lunch service is 10 CHF per person per day if you haven't ordered and paid full board via the Organizing Committee
- You will receive vouchers according to the google doc questionnaire you have filled in advance. More specific information TBA.

Transportation

Transport (World Cup Rules Art. 11)

- Official airport: Helsinki airport (94 km from Lahti)
 - The organizing committee will arrange transportation between the airport and hotels. One transport free of charge. Price for additional transport (up to 7 people 140 €, 8-17 persons 205 €).
 - Shuttle service:
 - Shuttle busses are organized and are provided free-of-charge from Vierumäki and Pajulahti sport centre.
 - Limited shuttle service from the Forenom and Grand hotel (walking distance).
- Time schedules: to be informed on www.lahtiskigames.com.
For individual requests for shuttle service, please email: transportation@lahtiskigames.com.
- Parking at the service area: There will be limited space for parking. Each team has a right park no more than one (1) car at the service area. Additional parking permits has to be ordered at the time of preliminary entries via FIS Online system.

Reimbursement

(World Cup Rules Art. 10 and 13)

- Accommodation costs: Persons from the pay lists will be paid by the OC directly. Over quota costs are to be paid by bank transfer to OC.

Carrying costs/Reimbursement :

- Expenses sheets will be received in financial office during the race weekend or by e-mail: finance@hihtoliitto.fi. Payments will be done by bank transfer.

Prize money: Prize money payment

(Word Cup Rules Art. 8)

Due to data protection rules the data's from the athletes have to be given directly to: finance@hiihtoliitto.fi or on-site to the Financial office (opening times see below) Prize money from is available on FIS Website under:

www.fis-ski.com/inside-fis/document-library/cross-country/#deeplink=forms

Please note, the Finnish law does not allow any prize money transfer without the indication of the TINs (Tax identification number) from January 2019 on. You can find an instruction where to find your personal TIN here:

<http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/>

Income tax information for prize money:

- Income tax of European citizen is 15%
- Income tax of non-European citizen is 15% (USA 0 %)

Waxing facilities

(World Cup Rules Art. 14)

- Wax cabins : available from 25/02/2020 at 12:00
- Waxing trucks : teams arriving with trucks have to inform the OC before 17/01/2020 (preliminary entry date)
- The keys to the cabins are available at the Cross-Country service area office. The deposit is 100 €/team. Keys return and deposit return to service area office on the day of departure.
- Parking cards can be picked up at the Service area office at the same time with the keys.

Medical Service

- In case you have an emergency you can call the following number 112
- Medical facilities **at the venue**: Racing Rescue/Paramedic Pasi Rosendahl +358 50 351 3575 **Hospitals near by**: Päijät-Häme Central hospital (ten minutes drive from the arena) Address: Keskussairaalankatu 7. Open hours: 24/7. Tel. 358 3 81911 All emergency cases.

Serious head injuries may need to be transferred to the University Hospital of Helsinki. Decision is made by race doctor or trauma doctor in Päijät-Häme Central Hospital. Transportation to Helsinki is made by ambulance.

Regulations

Regulations of radio equipment / radio frequencies:

The import, export and the operation of radio equipment in Finland is regulated by national law. Permits for the use of radio transmission equipment must be requested according to national specifications.

The Finnish Transport and Communications Agency (TRAFICOM) controls the use of radio frequencies in Finland and ensures that a sufficient number of frequencies are equally available, in order to ensure all users are able to operate in a cooperative and legal manner.

Each user of a radio transmitter subject to license must obtain a license granted by TRAFICOM. TRAFICOM assigns the frequencies to be used. It is prohibited to use any other frequencies than the ones mentioned in the license.

The radio license application can be completed via the link below and it **must be submitted to TRAFICOM by January 31st 2020.**

<https://www.traficom.fi/en/contact-form-event-organizers>

More information from Mr. Markku Laasonen +358 295 390 454 /
markku.laasonen@traficom.fi

There will not be radio inspections at the venue.

For license-exempted equipment, please see TRAFICOM Regulation 15 on collective frequencies for license-exempt radio transmitters and on their use:

<https://www.finlex.fi/fi/viranomaiset/normi/480001/44836>

<https://www.traficom.fi/en/communications/communications-networks/wireless-cameras-video-links-and-microphones>

Regulations of Visa:

- Remember that citizens of some countries will need visa for visiting Finland.
- Please check with your embassy if you need a visa for Finland.
For an official letter of invitation, please send a request to hannu.lehman@lahtiskigames.com

Special permissions for truck driving (Sunday- and night, other days with special regulations)

Teams must give information when they will arrive to stadium and parking area. Send messages by email to hannu.lehman@lahtiskigames.com

No Sunday or night driving permission needed.

Special advices for the route and roads

(from the previous World Cup stage and to the next one): no special comments

Maps and Courses

Maps and courses: <https://lahtiskigames.com/team-info/?lang=en>

Race	Course	Length
Saturday 29.2.2020	5 km (2,5 km south and 2,5 km north)	10 km w /15 km m
Sunday 1.3.2020	2,5 km North C 2,5 km South F	Relay women 4x5 km Relay men 4x7,5 km

DRAMMEN (NOR)

Program

Date	Competition	TCM	Other
Monday 2/3/2020			
Tuesday 3/3/2020		TBC	Training area The Konnerud Sport Club ski-stadiu located 7 km fr the city-centre. The course is lighted and have a good 5km for training. The Service-centre will assist you with road directions and transportations.