

## Contact information

### Organiser contact information

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<b>Address</b>	Lillehammer Olympiapark AS, Nordsetervegen 45, 2629 Lillehammer,
<b>Website</b>	<a href="https://www.wclhmr.com/">https://www.wclhmr.com/</a>
<b>Social media</b>	<a href="https://www.facebook.com/olympiaparken">https://www.facebook.com/olympiaparken</a>

### Offices and their opening hours

<b>Race office</b>	02.12.: 09:00-20:00 Lysgaardsbakkene Ski Jumping Arena
<b>Race office</b>	03.12.:07:30-20:00 Lysgaardsbakkene Ski Jumping Arena
<b>Race office</b>	04.12.: 09:00-19:00 Lysgaardsbakkene Ski Jumping Arena
<b>OC Office</b>	08:00-20:00 Scandic Lillehammer Hotel
<b>Transportation</b>	08:00-20:00 Scandic Lillehammer Hotel
<b>Finances</b>	08:00-20:00 Scandic Lillehammer Hotel

### Officials

## Event schedule

### Event schedule (LOC times)

02.12.2022	Event	Location	Races
12:00	Team Captains' Meeting	Scandic Lillehammer Hotel	
15:45	Training	Lysgaardsbakken Ski Jumping Hill	
17:30	Start Qualification	Lysgaardsbakken Ski Jumping Hill	2 Dec - QUA Women's NH
03.12.2022	Event	Location	Races
15:30	Start Trial Round	Lysgaardsbakken Ski Jumping Hill	
16:30	Competition start	Lysgaardsbakken Ski Jumping Hill	3 Dec - WC Women's NH
04.12.2022	Event	Location	Races
10:30	Training	Lysgaardsbakkene Ski Jumping Arena	
15:30	Start Qualification	TBC Lysgaardsbakken Ski Jumping Hill	4 Dec - QUA Women's LH
16:30	Competition start	Lysgaardsbakken Ski Jumping Hill	4 Dec - WC Women's LH

## Accommodation

The OC offers the following accommodation (full board included):

Four-star hotel [Scandic Victoria Hotel](#)



Address: Storgata 84B, 2609 Lillehammer (downtown Lillehammer)

Or

Four-star hotel [Scandic Hafjell Hotel](#)

Address: Hundervegen 1, 2636 Øyer (approx. 25 minutes drive from the venue)

There will be shuttle service from the hotels to the venues. For shuttle times see the transportation desk at Scandic Lillehammer Hotel or at your hotel reception.

We are trying to find accommodation for all teams downtown Lillehammer, but unfortunately there are not enough available rooms at the moment. We will send a confirmation to all teams after the preliminary deadline.

## Prices and rules:

Booking according to the FIS Rules via FIS Online registration system (preliminary deadline 21/10/22): [https://www.fis-ski.com/DB/?authentication\\_page=signin](https://www.fis-ski.com/DB/?authentication_page=signin)

The OC will cover accommodation costs according to the FIS World Cup rules

For nations with starting quota 4 or more the OC will cover two single rooms

The price for accommodation outside of the quota or for additional nights is CHF 125 per person in a double room (minimum number of persons occurs). The price for additional single rooms is CHF 160

Both prices include full board

In case of extra single rooms inside the quota the cost difference between single and double room must be paid.

## Cancellation rules and fees:

Please see World Cup Rules article 6.2.1.

For cancellations of more than what is stated in the rules above the OC will charge a 100% cancellation fee.

Between 7 days and until the end of the event: 100% cancellation fee

## Payment/settlement:

Accommodation costs: Teams will pay directly in the financial office at Scandic Lillehammer Hotel. Only credit cards will be accepted

In case you are not able to pay by card, please send us your invoice information in advance

For teams that already know that all their accommodation is inside the quota, please send us updated bank information in advance or during the event

## Accreditation

New for this season is that accreditation for World Cup Lillehammer must be requested and applied for. The accreditation will consist of a personal QR-code that will be scanned in the arena(s) and gives you access to the right zones.

Please submit your accreditation request [here](#). Remember to upload a profile picture of yourself in the form. Please do not use the same email address for multiple applications, use only one email address per person.

Your accreditation card can be picked up at the Event Office at Scandic Lillehammer Hotel.

For questions regarding accreditation please contact [camilla.jordheim@olympiaparken.no](mailto:camilla.jordheim@olympiaparken.no)



Those who have the FIS season accreditation can use this instead of the local accreditation.

## Transport

Official airport: Oslo Airport Gardermoen

The OC will arrange transportation between the airport and the hotel. Booking through FIS online registration system [https://www.fis-ski.com/DB/?authentication\\_page=signin](https://www.fis-ski.com/DB/?authentication_page=signin)

There will be a limited number of OC departures from/to the airport. Alternative transportation:

Direct train (approx one departure every hour, except for in the night) Please see the schedule/order here <https://www.vy.no/en>. Choose Oslo Lufthavn (the airport) to Lillehammer. Alternatively buy the ticket at the airport/station or on board the train.

## Reimbursement

Carrying costs/Reimbursement:

Expenses sheets will be received by email: [silje.solbakken@olympiaparken.no](mailto:silje.solbakken@olympiaparken.no) or in the financial office during the race weekend. Payments will be done by bank transfer.

Travel money and Nation support: The bank transfer form for team reimbursement/prize money is available on FIS website and has to be filled out electronically in advance and sent to [Silje.solbakken@olympiaparken.no](mailto:Silje.solbakken@olympiaparken.no) (or brought directly to the OC finance office at Scandic Lillehammer Hotel). Please note that the prize money, nation support and travel money is in the same form.

## Prize money

Prize Money will be paid by bank transfer to the athletes after the FIS world Cup, Lillehammer. The prize money is regulated by the FIS Rules for World Cup. Receipts will be provided to the athlete electronically and a copy transmitted to FIS.

Remember to upload bank info using the FIS Athlete Registration module in the FIS member section.

Responsible for prize money: [hedda.hoel@skiforbundet.no](mailto:hedda.hoel@skiforbundet.no)

## Waxing facilities

Wax cabins are available from 29/11/2022 at 12:00.

The keys to the cabins are available at the venue. Please remember to return all keys.

Waxing trucks: teams arriving with trucks have to inform the OC before 05/10/2022.

Wax cabins for SRS companies according to World Cup rules.

The companies must communicate to the OC their requests (parking size, power supply, etc.).

## Medical Service & Health protection plan

In case you have an emergency, you can call the following number: 113

Medical facilities at

the venue: + 47 997 35 468

hospital nearby: +47 915 06 200



## Regulations of radio equipment/Radio Frequencies

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

For information please see: <https://www.nkom.no/english/frequency-licences>

Please fill in the form 'Application for temporary use of radio equipment in Norway'  
and return it to [firmapost@nkom.no](mailto:firmapost@nkom.no):

Deadline: as soon as possible.

## Regulations of Visa

Remember that citizens of some countries will need a visa for visiting Norway.

Please check with your embassy if you need a visa for Norway.

If you need an official letter of invitation from the OC, please send a request to: [wcnordic@olympiaparken.no](mailto:wcnordic@olympiaparken.no). Be sure to send names and what kind of information you need to get accepted to travel to Norway.

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

There is no need for a special permission for truck driving on Norwegian roads. No special rules and regulations, except for the normal Norwegian weather and snow conditions and the need of snow tires.

## Maps

TBA