

## Contact information

### Organiser contact information

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Address	Salppuri Oy, Urheilukeskus/ Veikko Kankkosen raitti, Salpausselänkatu 8, 15110 Lahti, Lahti
Website	<a href="https://lahtiskigames.com">https://lahtiskigames.com</a>
Social media	<a href="https://www.instagram.com/lahtiskigames">https://www.instagram.com/lahtiskigames</a> , <a href="https://www.facebook.com/lahtiskigames">https://www.facebook.com/lahtiskigames</a> , <a href="https://twitter.com/lahtiskigames">https://twitter.com/lahtiskigames</a>

### Officials

FIS Technical Delegate	Saso Komovec (SLO)
	Daniel Mattoon (USA)
FIS Race Director	Sandro Pertile (FIS) <a href="mailto:pertile@fis-ski.com">pertile@fis-ski.com</a>
Chief of Competition	Pekka Tervahartiala (FIN) <a href="mailto:p.tervahartiala@gmail.com">p.tervahartiala@gmail.com</a>
Chief of Hill	Jukka Kettunen (FIN) <a href="tel:+358505184458">+358 50 518 4458</a> <a href="mailto:jukka.kettunen@lahti.fi">jukka.kettunen@lahti.fi</a>
Sport	Tami Kiuru (FIN) <a href="tel:+358503317279">+358503317279</a> <a href="mailto:tami.kiuru@lahtiskigames.com">tami.kiuru@lahtiskigames.com</a>
Accommodation	Suvi Aaltonen (FIN) <a href="tel:+358401390690">+ 358 40 139 0690</a> <a href="mailto:suvi.aaltonen@lahtiregion.fi">suvi.aaltonen@lahtiregion.fi</a>
Transportation	Saila Simola (FIN) <a href="tel:+358447672132">+358 44 767 2132</a> <a href="mailto:transportation@lahtiskigames.com">transportation@lahtiskigames.com</a>
Transportation	Shuttle buses <a href="tel:+358447672154">+358 44 767 2154</a>
Wax Cabins	SJ Team info <a href="tel:+358447672141">+358 44 767 2141</a>
Finances	Pauliina Brandt (FIN) <a href="tel:+358406526676">+358 40 652 6676</a>

## Event schedule

### Event schedule (LOC times)

29.02.2024	Event	Location	Races
15:00	Team Captains' Meeting	Ski museum auditorium	29 Feb - QUA Women's LH 1 Mar - WC Women's LH
17:00	Training	Lahti	29 Feb - QUA Women's LH
19:00	Start Qualification	Lahti	29 Feb - QUA Women's LH
01.03.2024	Event	Location	Races

09:00	Start Trial Round	Lahti	1 Mar - WC Women's LH
10:00	Competition start	Lahti	1 Mar - WC Women's LH
13:30	Team Captains' Meeting	Ski museum auditorium	3 Mar - WC Men's LH 2 Mar - WC Men's TL 3 Mar - QUA Men's LH 1 Mar - QUA Men's LH 1 Mar - WC Men's LH
15:30	Training	Lahti	1 Mar - QUA Men's LH
16:45	Start Qualification	Lahti	1 Mar - QUA Men's LH
18:00	Competition start	Lahti	1 Mar - WC Men's LH
<b>02.03.2024</b>	<b>Event</b>	<b>Location</b>	<b>Races</b>
16:15	Start Trial Round	Lahti	2 Mar - WC Men's TL
17:15	Competition start	Lahti	2 Mar - WC Men's TL
<b>03.03.2024</b>	<b>Event</b>	<b>Location</b>	<b>Races</b>
15:30	Start Qualification	Lahti	3 Mar - QUA Men's LH
17:00	Competition start	Lahti	3 Mar - WC Men's LH

## Entry deadlines

The FIS Online Registration System must be used to register the participating teams and wax cabin booking.

Preliminary entry counts as wax cabin booking. An extra wax cabin must be ordered using the entry system.

***Note that there is an earlier preliminary entry deadline for the Nordic event.***

Preliminary entries: **05.01.2024**

Entries by name: **21.02.2024**

## Accommodation

Teams and SRS companies must use the FIS online booking system by requesting the number of rooms, SGL / DBL with full board, and arrival and departure dates. NSA who are not using the online system and do not respect the deadlines are losing their rights to World Cup prices and/or conditions.

***Request an extra single room for an official of a different gender in the preliminary entry.***

The OC will cover accommodation costs according to the reimbursement lists in the rules.

- Teams will be directly responsible for over-quota accommodation costs to the OC.
- Over-quota accommodation will be invoiced and can be paid on-site with a credit card at the accommodation office or via bank transfer.
- Travel Money will be reduced from the accommodation invoice.
- Please provide your invoice address to [suvi.aaltonen@lahtiregion.fi](mailto:suvi.aaltonen@lahtiregion.fi) before the pre-entry deadline.

Ski jumping teams are accommodated at the hotel GreenStar Lahti, Vesijärvenkatu 1, 15100 Lahti.

## Cancellation rules and fees

For more information, please look at article 6.2.1 of the Ski Jumping World Cup rules.

- A cancellation fee of 100% will be charged for cancellations made between 7 days before the Team Captains' meeting and until the end of the events (departure date chosen by the team).
- For other cancellations exceeding the allowed limit stated in the rules, the LOC will charge a 100% cancellation fee.

Teams/SRS are responsible for cancelling rooms if not needed. Preliminary entry counts as booking.

**The accommodation office** is at the Cross-Country service area building.

Suvi Aaltonen, suvi.aaltonen@lahtiregion.fi + 358 40 139 0690

Opening times:

Thu 29.2. 11-19

Fri 1.3. 9-19

Sat 2.3. 9-17

Sun closed

## Team's lunch

The Ski Jumping teams will have their lunch at the hotel, except on Friday, when the Ski Jumping women's teams will eat lunch at the venue after the competition. It is important to remember that you need to have a lunch ticket to receive your meal at the venue. The tickets will be shared for SJ-W teams from the accreditation office at the same time your team leader picks up the accreditation.

The lunch at the venue is served at the Cross-Country service area building, which is on the way to the SJ/NC service area. The location has been marked on the venue map.

For more information on catering at the venue, please refer to the Waxing Facilities, Team Areas & Offices section.

## Accreditation

The accreditation office is in the Lahti Hall at the venue. Address: Salpausselänkatu 7, FI-15110 Lahti.

The location has been marked on the venue map.

**The accreditation office** +358 44 767 2130

Opening times:

Tue 27.2. 12-19

Wed 28.2. 9-19

Thu 29.2. 9-19

Fri 1.3. 8-18

Sat 2.3. 8-17

Sun 3.3. 8-13

## Transport

The official airport is Helsinki Airport (94 km from Lahti).

The organising committee will arrange transportation between the airports and the hotels. One free transfer per team from the official airport to the venue and one from the venue to the airport. Teams must send the exact arrival times, flight numbers, and the number of arriving people to the organiser **at the latest eight (8) days before arrival** via the FIS Online Entry system. The cost for extra transportation is as follows: For 1-3 individuals, the price is 50€ per person. For 4-6 individuals, the cost is 200€ per transfer.

### The departure of booked transports

The bus station is in front of the airport terminal at the same level as arrivals. Follow the signs marked "charter" after exiting the gate.

Team Hosts at the airport: +358 44 767 2136

Transportation office: [transportation@lahtiskigames.com](mailto:transportation@lahtiskigames.com), +358 44 767 2132 (also on WhatsApp)

The transportation office is located on the top floor of the Grandstand building.

Opening times:

Tuesday 27.2. 10:00-17:00

Wednesday 28.2. 10:00-18:00

Thursday 29.2. 8:00-20:00

Friday 1.3. 8:00-20:30

Saturday 2.3. 8:00-20:00

Sunday 3.3. 8:00-20:00

## Shuttle

The OC provides a scheduled shuttle service to the teams between the hotels and the stadium. Time schedules are on the event website and can be found at the hotel reception during the event. [lahtiskigames.com/en/team-info/](https://lahtiskigames.com/en/team-info/)

Shuttle bus contact: +358 447672154

For individual requests for shuttle service, please email [transportation@lahtiskigames.com](mailto:transportation@lahtiskigames.com).

## Reimbursement

Carrying costs/Reimbursement: Expense sheets will be received in the financial office during the competition weekend or by email: [finance@hiihtoliitto.fi](mailto:finance@hiihtoliitto.fi). Payments will be made by bank transfer.

Travel Money will be reduced from the accommodation invoice.

**The financial office** is at the Cross-Country service area building.

Opening times:

Thursday 29.2. 10:00-18:00

Friday 1.3. 10:00-18:00

Saturday 2.3. 10:00-18:00

Sunday 3.3. 10:00-14:00

### Reimbursement for FIS Officials

Send expense sheets to [finance@hiihtoliitto.fi](mailto:finance@hiihtoliitto.fi). Payment will be made via bank transfer.

## Prize money

The prize money payment is according to the Word Cup Rules. OC will use a protected FIS database for prize money payment information. Please ensure that all your athletes' data is uploaded to the system before the competition weekend (including Tax codes).

Finnish law does not allow any prize money transfer without indicating the TINs (Tax identification number).

To find your Personal TIN, please follow the instructions provided on this website: <https://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/>.

The income tax is 15% for European and non-European citizens. For US citizens whose fees and expense reimbursements do not exceed \$20,000 per year in Finland, the tax rate is 0%. If athletes request it, the OC will provide a receipt of taxes paid along with the prize money.

Contact [finance@hihtoliitto.fi](mailto:finance@hihtoliitto.fi) for prize money questions.

## TOP 3 winners' interview

All media interviews will take place in the mixed zone, no press conferences. The top 3 athletes or team members for VIP interview following the prize-giving ceremony.

## Waxing facilities, Team Areas & offices

The Ski Jumping service area is next to the ski jumping hills.

Waxing facilities are next to the hill. Athletes' Rooms and Team Area are in the building below the large hill, as well as the Ski Jumping and Nordic Combined race office and team info. Team Café' offers snacks during its opening hours.

Address: Suurmäenkatu 5, FI-15900 Lahti.

The Cross-Country service area building houses accommodation, financial, and team host offices. Address: Suurmäenkatu 4, FI-15900 Lahti.

### Wax cabins:

To access the cabins, you can get the keys from the team info office, which is located together with the race office in the team area. To get the keys, you will need to deposit 100€. Please note that the key must be returned on the day of departure, at the latest, the day after the last competition.

Payments for additional wax cabins and SRS (Cat 2 & 3) wax cabins or power supplies must be made by credit card during key pickup.

Please ensure that all garbage is emptied into recycling bins and that the wax cabins are clean. We charge €150 for cleaning each dirty wax cabin. When the keys are handed over, we will inspect the wax cabins.

**Race office/team info** +358 767 2141

Opening times:

Thursday 29.2. 11:00-20:30

Friday 1.3. 7:00-20.30

Saturday 2.3. 8:00-20:30

Sunday 3.3. 8:00-20:30

Monday 4.3. 8:00-12:00

On other days, please call ahead.

## Bibs distribution

The Ski Jumping bibs can be picked up from the SJ & NC service area race office.

## Catering at the venue

Team Café (Team Area) provides snacks during its opening hours.

The hotel serves lunch and dinner for teams, except SJ women teams eat lunch at the venue on Friday (more information under the accommodation part).

Service personnel may request lunch tickets from the ski jumping race office. Lunch is served at the Cross-Country service area building, which is on the way to the SJ/NC service area: Thu 11-14, Fri 10-17, Sat 10-16, Sun 10-15.

## Parking in the service area

No parking is allowed in the service area. Drop-off in the service area is possible.

The parking area is near the cross-country skiing course at the "dog field" 150-200m from the service area. Each team will receive only one parking permit. Parking permit from the accreditation office.

Access the "dog field" parking area via Hämeenlinnantie: If you're driving from the city centre, take the road that passes the jumping hill & service area crossroad and then turn right at the next crossroad from Hämeenlinnantie to Vaskelaisrinne. Immediately after, make another right turn, and you'll reach the parking area.

Please refer to the venue map to find the correct route.

## Team Hosts

**The team host office** is located at the Cross-Country service area building.

+358 44 767 2135

teamhost@lahtiskigames.com

Opening times:

Thursday 29.2. 9:00-19:00

Friday 1.3. 9:00-19:00

Saturday 2.3. 9:00-18:00

Sunday 3.3. 9:00-15:00

## Medical Service & Health protection plan

### Medical centre at the stadium

Grandstand building ground floor, 3rd staircase - stadium side.

+358 44 751 4771

### Local Hospital

Päijät-Häme Central Hospital

Keskussairaalantie 7, 15850 Lahti. Akuutti24 open 24/7.

Switchboard: +358 3 81911 <https://pajjat-sote.fi/en/central-hospital/>

**Emergency number: 112**



## Testing protocol by LOC or host country

Lahti Ski Games adheres to Finnish national and local regulations and safety measures.

## Doping control

According to FIS standards and rules.

## Regulations of radio equipment/Radio Frequencies

The Finnish Transport and Communications Agency (Traficom) regulates the use of radio frequencies in Finland. Based on submitted applications, Traficom issues radio licenses for users of radio transmitters to ensure trouble-free utilisation of the radio spectrum.

Applications can be submitted by filling out the form with the link below **by 31 January 2024**.

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

Some radio transmitters can be used license-exempt, depending on their operating frequency and application.

Please refer to Traficom Regulation 15 - <https://www.traficom.fi/en/regulations/regulation-15-collective-frequencies-licence-exempt-radio-transmitters-and-their-use>

The applicable frequency bands for wireless cameras, video links and microphones have been collected to page <https://www.traficom.fi/en/communications/communications-networks/wireless-cameras-video-links-and-microphones>

## Regulations of Visa

The citizens of some countries will need a visa to visit Finland. Please check with your embassy if you need a visa for Finland. For an official letter of invitation, please send a request to the Lahti Ski Games by email: [teamservice@lahtiskigames.com](mailto:teamservice@lahtiskigames.com).

More information is available on the Finnish Ministry for Foreign Affairs website: <https://um.fi/visa-to-visit-finland>.

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

No special permissions are needed in Finland.

## Maps

The venue map is on the webpage for teams: [lahtiskigames.com/en/team-info/](https://lahtiskigames.com/en/team-info/)