
This summary document describes all the key information required to deliver a Dextro Energy Triathlon ITU World Championship Grand Final Event.

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SECTION A: OVERVIEW OF SERIES AND THE MANAGEMENT TEAM
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1. Introduction:

1.1 The Dextro Energy Triathlon ITU World Championship Series brings together the world’s premier triathlon events. The series is wholly owned by the International Triathlon Union (ITU), the world governing body of the sport. ITU will use its highly experienced staff to support each Local Organising Committee (LOC) in delivering a world class event. ITU will provide key technical staff to support the event (outlined below) during its operation.

1.2 The Dextro Energy Triathlon ITU World Championship Series is developed in collaboration with Lagardère Sports. Upsolut, subsidiary of Lagardère Sports, will partner with ITU in producing the series, forming a professional and highly experienced Series Management Team (SMT):

a) Upsolut is a world class event organiser with specific skills in organising high profile triathlon events and event marketing. Upsolut’s event management and commercial expertise will be shared with all series events. Upsolut will provide key support staff to each event (outlined below). Upsolut is a marketing agency for sports rights with significant expertise in TV production and distribution.

1.3 The Objectives of the Series Management Team (SMT) are:

a) To form a management partnership with the Local Organising Committee (LOC) and the Host City (HC) and support the LOC in reaching the world class standards consistent with each event in the series;

b) To collaborate closely with the LOC, the National Federation (NF) of the country and the Host City (HC). The key technical specifications for each event are laid out in this Event Operations and Technical Requirements document. In addition to this document, the ITU Event Organisers Manual, the WCS Sponsorship and Event Design Guide, the WCS LOC Requirements for Media, Timing and Television and the ITU Protocol Manual - Events Section -, will be used as a working documents by the LOC and include all the necessary additional information to deliver the event details. Executing the details is a matter of agreement with the Managing Director of the Series, the Technical Director of the Series (TechD), the ITU Technical Delegate (TD) and the Sponsorship, Design and Branding Director. All documents can be downloaded from www.triathlon.org;

c) To ensure that the LOC must ensure the event complies with the ITU Competition Rules.

2. The principles of Dextro Energy Triathlon ITU World Championship Grand Final Events:

2.1 A safe and fair environment for the athletes;

2.2 High quality events with consistent technical standards and brand consistency i.e. ‘Look and Feel’;

2.3 Spectacular events showcasing the city through media exposure and significant spectator audiences;

2.4 Deliver to a worldwide audience through live television, highlights shows and other media;

2.5 Opportunity to bring international visitors to the host city;

2.6 High quality opportunities for sponsors delivering to them total satisfaction;

2.7 Sport development opportunities and a legacy for the HC and NF;
2.8 Development opportunities for community and corporate participation.

3. Key criteria:

3.1 High quality events with consistent standards and brand consistency;
3.2 Elite events preferred on two separate days of the weekend with a multi-lap elite course;
3.3 Mass participation events run according to the ITU Competition Rules linked to the elite programme to create a major spectacle;
3.4 Venue set up in city centre with 4,000 places on the grandstand with live TV screens;
3.5 Large numbers of spectators;
3.6 Quality of experience for all athletes participating;
3.7 Test event to be organised before hosting the first WCS event. World Cup level is preferred, but to be agreed by ITU.

4. “The Teams”:

The high level roles and responsibilities of the LOC and SMT are outlined below. The Dextro Energy Triathlon ITU World Championship Series will bring a significant team of experts to support and deliver each event and work alongside the LOC.

4.1 The Series Management Team (SMT): The SMT will interact with the LOC event team on multiple levels. Below is a description of the SMT and their roles. Each SMT member will have additional staff that will be brought to the event to help the LOC.

   a) Managing Director (MD): The Dextro Energy Triathlon ITU World Championship Series Managing Director is responsible for the general management and oversight of the entire series and is the primary liaison between LOC and ITU. The MD's responsibilities are:
      • Overall strategy, planning and organisation;
      • Series approvals and recommendations;
      • Coordinate host city bid process and event scheduling;
      • LOC Contract negotiation and management;
      • Series Marketing and Public Relations strategy;
      • Athlete Contracts and prize money recommendations;

   b) Technical Director (TechD): The Technical Director is responsible to maintain the technical standards throughout the whole series. The TechD's responsibilities are:
      • Evaluation of event technical elements during bid process;
      • Confirmation of the ITU Logo protocol;
      • ITU ad in Dextro Energy Triathlon ITU World Championship Series Event Programme;
      • Coordinate team meetings and set agendas in conjunction with the MD, record and distribute minutes;
      • Accreditation protocol management for Field of Play;
      • Officials’ Sport Development Program delivery;
• Management of the operation and delivery of ITU Event Protocols in coordination with MD, SDBD and LOC;

• ITU Event Protocol management and approval in cooperation with the MD, TD and the SDBD;

• Timing and Results management;

• LOC event insurance requirements;

• Identification of Series Leader at Events;

c) **Technical Delegate (TD):** An ITU TD will be assigned to each Dextro Energy Triathlon ITU World Championship Series event. The TD will be the first point of contact for all technical and competition matters. The TD will have a team on-site and will assign specific roles and responsibilities. This team will include the Assistant TD and a number of International and National Technical Officials. The TD will act as a link with ITU Anti-Doping Director and elite athlete management services (entries and rankings). The TD’s responsibilities are:

• Primary contact for all technical, competition and operational elements;

• Venue and Course: venue physical design: course design and measurement, permits and approvals, infrastructure integrity, aid stations, communications, contingency plans;

• Coordination of Officials, marshals, and volunteers;

• Elite Competition Management – ITU Rules and Regulations;

• Safety management;

• Approval of accommodation, offices, facilities, functions and transportation;

• Approval of security plans;

• Medical management;

• Environmental management;

• Doping control management;

• Elite athlete registration, briefings and training facilities management;

• Age Group technical management, including results and Grand Final qualification procedures;

• Oversight of all LOC website information for accuracy and consistency;

• Post-event technical report filing.

d) **Sponsorship, Design and Branding Director (SDBD):** The Dextro Energy Triathlon ITU World Championship Series SDBD will be the first point of contact for all commercial and nontechnical activities. The SDBD’s responsibilities are:

• Evaluation of commercial elements during bid process

• Controls the cooperate identity of the series and the single events;

• Approvals of all commercial/advertising products like, brochures, posters, ads, web design, merchandising etc.;

• Branding design and definition of branding areas for global and local sponsors (including ITU logo);

• Naming structure;
• Branding implementation;
• Contact to TV production regarding branding sections;
• Website design implementation;
• Commercialisation of Age Group races (connecting all races of the series, global newsletter etc.);
• Age Group Event Quality control;
• Controls clean look and feel of the event (event colour, no parked cars beside the course etc.) in cooperation with TechD and TD;
• Coordination of Global Logistics and Shipping;
• Manage global sponsor relationships, services: information about global sponsors for press and announcers, advertisings for brochures and magazines, footage for big screens, products for race kits, material for aid stations;
• Manage Sponsor VIP requirements;
• Supports LOC’s on opportunities to commercialise their events.

**e) ITU Media Director:** The Media Director’s responsibilities are:

• Oversee all ITU Media staff on-site and first point of contact for all media (non TV) matters;
• Approve all planned media facilities, media technical support and media hosting with TD and SDBD;
• Request and review all LOC media plans in cooperation with Lagardère Sports TV production director;
• Develop and implement ITU media plan for the event;
• Coordinate athlete interviews;
• Coordinate press services and manage SMT press team;
• Produce a post-event media report;
• Act as TV Production Advisor.

**f) TV Production Director:** The TV Production Director’s responsibilities:

• First point of contact for all TV production matters;
• Organise all on-site TV production activities.
• Send LOC’s copies of live and highlights shows;
• Liaise and organise Rights holding broadcasters on site.

**g) Sport Development Programme Leader:** The Sport Development Programme Leader’s responsibilities are:

• Organise all sport development activities that may be incorporated as part of the event;
• Liaise and organise Rights holding broadcasters on site.

### 4.2 LOC Team:

**a) Event Director:** The responsibilities are:

• Overall management and coordination of the Event;
• Main contact person for the LOC on all important coordination and decisions.

b) **Director of Venue and Technical Operations**: The responsibilities are:
- Course selection and mapping;
- Secure Permits and devise safety plan;
- Venue set-up and technical operations.

c) **Director of Marketing and Sponsorship**: The responsibilities are:
- Be familiar with the Sponsorship and Event Design Guide;
- Creation of a LOC marketing concept for the LOC sponsors that is in keeping with the Sponsorship and Event Design Guide;
- Implementation of the branding plan;
- Provision of a team of 18 persons to assist with the installation of the branding;
- Provision of equipment necessary for branding installation and take down.

d) **LOC Media Director**: The responsibilities are:
- Main contact to SMT Media Director and local media;
- Arrange pre promotion of event;
- Organise all press and photo media on site in conjunction with SMT;
- Organise press conferences in conjunction with SMT;
- Post race media monitoring and reporting.

e) **LOC TV Production Director**: The responsibilities are:
- Main contact to SMT Media Director and TV Production Director;
- Organise all necessary logistics to assist in successful TV production, such as scaffolding, etc.

5. **Administration**:

5.1 **Official Language**:

a) The official working language of ITU is English. However other languages may be used from time to time to help with communication.

b) Race announcers will provide at least 50% of information in English and 50% in the local language.

5.2 **Site visits**:

a) 2 site visits have to be contacted prior to the Event. The first visit will be done during the bidding period. At the second visit (after signing the contract);

b) In cases where the event is taking place for more that 1 year, only one site visit is required;

c) Accommodation and travel have to be provided for the SMT during the whole duration of the site visit.

d) Documentation: During the 1st site visit, the following information should be available:
- LOC team (structure & experience);
- Environmental data (tides, weather forecast history, water quality);
- Venue & course maps;
- Required permits and approvals;
- Budget outline, including confirmed revenue streams.

5.3 **Event Agreement:**

a) This ER document applies to all Dextro Energy Triathlon ITU World Championship Series Events as stated in the ITU – LOC – HC Agreement. All provisions of the ER document are legally binding upon all LOCs that have been awarded a Dextro Energy Triathlon ITU World Championship Series Event.

b) ITU has authority for determining what constitutes the correct implementation and interpretation of the ER document.

5.4 **Insurance:**

a) **Event Liability insurance** and **Event Cancellation Insurance** is required as per the ITU – LOC – HC Agreement.

b) LOC shall, at its cost, insure and keep insured with a reputable insurance company, a standard public liability and property damage insurance policy to cover the risks of insurable nature under this Agreement and the staging of the Event and the related events for an amount not less than US$ 10,000,000. The policy of insurance shall name, as insured, LOC, ITU, the Global Partners, Global Sponsors, the ITU Executive Board and Staff, the ITU International Technical Officials, and the respective LOC directors, officers, agents, volunteers, employees and contractors. (should this be more for GF)

c) **Event Certificate of Insurance**, with all additional insured added, must be provided to the ITU Director (Tech), at least 60 days prior to the start of the competition

d) **Athletes’ Insurance**: each competitor must acquire insurance which offers the legally necessary guarantees for the country where the competition is being organised unless their NF has a license system including such coverage.

5.5 **Registration:**

a) All the rules regarding the registration deadline, eligibility, entry can be found in the ITU Qualification Criteria and ITU Online Entry System on www.triathlon.org;

b) Entry Fees and Payment:

- WCS Grand Final: The entry fee for all categories (Elite, U23, Junior, Age Group, Paratriathlon athletes) to the Grand Final will be in accordance with the fee outlined in the ITU-LOC-HC Agreement.

c) For the WCS Grand Final ITU will provide an ITU Paratriathlon Classifier in order to conduct the Paratriathlon Classification according to the ITU Competition Rules.

5.6 **Accountability:**

a) The LOC is accountable for the following:

b) ITU – LOC – HC Agreement compliance;

b) All Contracts associated with local suppliers and sponsors;
d) Budgets, Payroll, Purchasing and Invoicing, Insurance, Athlete Waivers, Permits and Approvals, Water Quality Test, Visas, Reporting schedule and checklists.

e) Website Accuracy
   - Each WCS event has a page on www.triathlon.org;
   - The LOC will be given access and a password to this page and required to update all the key information as per the headings on the page;
   - Once updated, ITU Technical Director will review and approve;
   - If changes are to be made it is important to inform the TechD;
   - If this page is linked to another local website, information must be kept updated and consistent on both.

5.7 **Permits and Approvals:**

a) LOC must obtain written approval for the competition course and its location, including swim, bike, run, transition from all jurisdictions e.g. region, city; police, etc;

b) The LOC must have ITU’s approval for all segments of the course. Those approvals must be secured prior to awarding an ITU event;

c) LOC must provide ITU with water quality test during bid discussions and leading up to the competition as per the ITU Competition Rules.
   - Levels of PH, fecal coliform, e-coli and toxic elements will be reported on all three reports.

d) LOC must provide ITU with weather statistics, including air and water temperature during bid discussions;

e) LOC must provide ITU with tide readings (where applicable) during bid discussions;

f) LOC must ensure that all temporary structures (pontoon, grandstands, stages, gantries etc) are approved in writing by a Structural Engineer and adhere to the local fire marshal’s code;

g) LOC must provide proof that local hospitals and Emergency Departments are informed of the event and its associated road closures.

5.8 **Reporting Schedule and Checklists:**

a) LOC must be familiar with ITU schedules and checklists as outlined in the Event Organisers Manual;

b) LOC must provide reports upon the request of the Managing Director, the Technical Director, the Technical Delegate, the Media Director, the Sponsorship, Design and Branding Director, the TV Production Director;

c) LOC must provide reports at 45 days and 20 days prior to the event to the Technical Director, Technical Delegate, Media Director, Sponsorship, Design and Branding Director, according to the relevant checklists.

5.9 **SMT – LOC Site Meeting:**

a) A series of on-site meetings will be scheduled during the week leading up to the event;

b) An agenda will be prepared by the Managing Director, Technical Director and the Technical Delegate;

c) The initial on-site meeting will have the following attendees: MD, Technical Director, Technical Delegate, Media Director, Sponsorship, Design and Branding Director, TV
Production Director, LOC Event Director, LOC Director of Technical and Venue Operations, LOC Director of Marketing, Sponsorship, Branding and Design;

d) Required materials for the meeting: maps of course and venue, branding plan, concept of course safety, staff and security operation plan including radio plan and protocol, event schedule including swim heats, medical plan, athlete services plan, contingency plans;

5.10 Event week meetings: The event-week meetings will be confirmed and circulated following the initial SMT – LOC on-site meeting. The following meetings will be scheduled:

a) TV Production Meeting;
b) Media Management Meeting;
c) Event Design and Branding Installation Meeting;
d) ITU Protocol Meeting, including Sport Presentation, Opening and Medal Ceremonies, VIP Services and Accreditation meeting, Final Awards Banquet Meeting;
e) Rehearsal schedule for Sport Presentation and Medal Ceremony;
f) Technical, Timing and Results.

5.11 Travel Visas:

a) The LOC is responsible to provide all necessary information and assistance for athletes and officials requiring VISA for entry to the host country;
b) The LOC must get the detailed visa information from the host country’s Customs and Immigration Department;
c) The LOC must post the detailed visa information on the event website; Upon receipt of applications for VISA, the LOC will liaise with the NF of concerned athlete and/or coach and ITU;
d) LOC must not issue visa invitations without prior approval and confirmation of athletes or official’s good standing with ITU.

5.12 Accreditation Protocol:

a) ITU has a standardised accreditation design system that must be used by all events outlined in the Event Organisers Manual.
b) The LOC must pay particular attention to both the development of the accreditation, the development of the secure zone signage, and the implementation of an effective security team to manage and control the accreditation and security on site.
c) 5 days before the event, ITU will announce the approved coaches’ accreditation list. Only persons listed in this list can collect a coaches’ accreditation. All the other requests should be directed to the TD.
d) The final plan and proposed accreditation cards, zone control signage and venue accreditation plan/flows must be submitted to TD for approval 60 days in advance of the event.

6. Services:

6.1 Staff and Volunteer Services:

a) The event should have adequate paid staff to ensure full compliance with all requirements of hosting an event of this calibre;
b) Volunteers; It is beneficial to first recruit personal contacts of committee members as they often provide the most reliable source;

c) Specific training should be provided to Field of Play volunteers, Athlete Services volunteers, Medical and Doping volunteers, VIP Hosting volunteers, Transportation volunteers and General Information volunteers;

d) All Volunteers should have a general understanding and awareness of all aspects of the event; the volunteers are the ‘Face’ of the event and represent the local community to the world.

6.2 Athlete Services:

a) Athletes are the most important people of the event. Their overall view of the event will be reflected not just in the race but in the consideration that has gone into anticipating their needs;

b) Basic Athlete Services to be provided by the LOC include (free of charge for the Elite athletes):
   - Airport Transportation, including provisions for bike transportation;
   - Athlete Services Information Booths (airport, hotels, venue);
   - Accommodation Services (adequate distribution of information on all available accommodation);
   - Internet booths in hotel lobby and at registration facility;
   - Medical services (information provided on medical emergency services, massage and physiotherapy services);
   - Training services (Access to the swim, bike and run courses for pre-event training) – separate plan for Age Group competitors and Paratriathletes. Swimming pool facilities will be required for 2 sessions daily during the lead up to the Elite races and the programme should be agreed with the Technical Delegate.
   - Escorted tours of the swim, bike and run course with adequate traffic control;
   - Bike Mechanic Service for all competitors;
   - Uniform Printing services.

6.3 VIP / Sponsor Services:

a) The Sponsors are those who make the event possible. The LOC Sponsor and Protocol manager must be familiar with ITU’s Protocol Manual, Event Section.

b) A VIP / Sponsor Hosting Plan must meet the following minimum requirements:
   - Scheduled VIP Airport Transportation (Pick Up & Drop Off) should be planned;
   - VIP accreditation should be planned and provided to all guests: Invitations will be issued to the on-site VIP Tent and to all social functions as per ITU-LOC-HC Agreement and the Sponsorship and Event Design Guide;
   - VIP Transportation to race venue and to social functions planned as required;
   - must be provided to all sponsors and VIPs;
   - Sponsor Package and/or special event souvenir should be packaged for all sponsors and VIPs and must include a detailed Event Schedule;
- Special consideration must be given to any planned presentations to sponsors and/or VIPs and should be approved by the MD.

6.4 **Spectator Services:**

a) Road closures will often result in extra considerations for getting spectators on site. It is essential that event access information is well communicated to spectators. A public awareness campaign must be part of the event planning process and must be approved by MD;

b) Information Volunteers should be located at all major site access points and in the central hub area of the Event Site.

6.5 **Technical Officials Services:**

a) 45 days before the Event, the NF/LOC will provide ITU with a list of local Officials, including all Field of Play officials as well as the chief race official. The list is subject to change at the option of ITU.

b) The LOC will provide all ITU and NF officials with the same race package as given to competitors, i.e., event t-shirt, tickets to all events, and sponsor gifts.
SECTION B: TECHNICAL AND VENUE OPERATIONS
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1. Technical Operations:
   1.1 Technical Operations:
   a) The Technical Operations section combines the duties of the Technical and Venue Operations. All these operations should cover both Elite and Age Group events with different staff requirements:
   b) The Registration:
      • Age Group Athletes, Paratriathletes and Coaches;
      • Elite Athletes and Coaches;
      • Team Medical.
   c) The Briefings:
      • Elite Athletes;
      • Elite Coaches;
      • Age Group Athletes;
      • Paratriathletes.
   1.2 Venue Operations: The Venue will feature the transition area and the finish area in a ‘stadium-like’ fashion that will accommodate grandstand seating with large television screens and scoreboards, and will be presented in a manner that showcases an event of World Championship status. Detailed description of required venue layout, equipment list and procedures can be found in the Event Organisers Manual.
   1.3 Field of Play:
   a) Number and length of laps
      • Elite: 1500m swim (2 laps, preferably, 1000m + 500m) / 40km bike (6 to 8 laps) / 10km run (3 to 4 laps)
      • Under23: 1500m swim (2 laps, preferably, 1000m + 500m) / 40km bike (6 to 8 laps) / 10km run (3 to 4 laps)
      • Junior: 750m swim (1 lap) / 20km bike (3 to 4 laps) / 5km run (1 to 2 laps)
      • Age Group Triathlon: 1500m swim(1 lap) / 40km bike (1 to 3 laps) / 10km run (1 to 2 laps)
      • Age Group Sprint Triathlon: 750m swim ( 1 lap) / 20km bike (1 to 2 laps)/ 5km run (1 to 2 laps)
      • Paratriathlon race: 750m swim (1 lap)/ 20km bike (1 to 2 laps)/ 5km run(1 to 2 laps)
   b) Swim Course:
      • The number of waves, the number of athletes per wave and the time differences between the waves will be determined by the ITU TD in consultation with LOC;
      • The swim starting area will be defined by hard crowd control fencing (minimum 1 meter tall) providing the competitors with a buffer from media and spectators;
• The warm up area for Age Group athletes and Paratriathletes must be separate from the swim start and race course;

• Stable Start Platform:
  (i) If there is no possibility of a start pontoon for the elite start, a platform beach start is acceptable;
  (ii) Swim pontoon/platform specifications: measuring minimum 60mx3m;
  (iii) The height of the pontoon is ideally between 0.2m and 0.5m;
  (iv) The space per athlete must be a minimum of 0.75m;
  (v) The swim platform will be completely covered in “blue” carpet;

• A pre-start line for the pontoon will be provided by SMT;

• Age Group start will be an in-water start unless otherwise directed by the TD;

• The Paratriathlon start will be in-water;

• Buoys:
  (i) The turn buoys are, 1 metre in diameter and not less than 2.5m in height;
  (ii) A ‘Olympic-style’ banana buoy is preferred at each turn 5m long x 1m diameters;
  (iii) Sight buoys 1.2m long X 0.7m diameter;

• Swim exit ramp will be at least 5 metres wide, which can be either a ramp or steps (the gradient to be approved by TD);

• Water quality must be submitted to the Technical Delegate as per the ITU Competition Rules;

• Additional test should be provided upon TD’s request;

• Water Quality Tolerance Limits can be found in the ITU Competition Rules;

• Detailed description of required swim course personnel, equipment list and procedures can be found in the Event Organisers Manual.

1.4 Transition area:

a) Elite Transition (also for Under 23 and Junior at Grand Final):
   • Minimum width: 10 metres;
   • Minimum length: 60 metres;

b) Age Group / Paratriathlon Transition: Minimum 3m²/athletes and 6m²/paratriathlete;

c) Individual bike racks is mandatory for Elite;

d) Carpet is required in Elite transition and must extend to the swim exit. The TD will determine the areas in the Transition Area which must be carpeted for the Age Group athletes

e) A detailed description of required transition area personnel, equipment list and procedures can be found in the Event Organisers Manual.

1.5 Bike Course:

a) General requirements:
   • Course width: preferably 6m;
- Must be secure and totally closed from traffic for all categories;
- The road surface must be hard, smooth and without debris or other hazards;
- The course should avoid railroad tracks, bridges with gates, drawbridges etc;
- Hard fencing is required:
  (i) In high traffic areas;
  (ii) On the road leading in and out of transition at least 400 metres;
  (iii) All corners;
  (iv) To fix global sponsor boards and banners in accordance with branding plan.

b) A detailed description of required bike course personnel, equipment list and procedures can be found in the Event Organisers Manual.

1.6 **Wheel Station:**

a) A minimum of two Wheel Stations to be provided by the LOC;

b) The Wheel Stations should be equipped with racks and wheels, unless supplied by global sponsor;

c) Detailed description of required wheel station personnel, equipment list and procedures can be found in the Event Organisers Manual.

1.7 **Lap Counting:**

a) Lap verification is needed to control the bike and run laps;

b) The lap counting board should be visible to the announcer and should be 1m high x 0.75m wide;

c) This board will indicate the number of laps remaining for the race leader.

1.8 **Run Course Design Specifications:**

a) General requirements:
  - Course width: preferably 3m;
  - Must be secure and totally closed from traffic for all categories;
  - The road surface must be hard, smooth and without debris or other hazards;
  - The course should avoid railroad tracks, bridges with gates, drawbridges etc;
  - Hard fencing is required:
    (i) In high traffic areas;
    (ii) On the road leading in and out of transition at least 400 metres and on all corners.

b) Age Group/ Paratriathlon:
  - Hard fencing is required:
    (i) In high traffic areas;
    (ii) On the road leading in and out of transition at least 400 metres;
    (iii) All corners.

c) A detailed description of required run course personnel, equipment list and procedures can be found in the Event Organisers Manual.
1.9 **Aid Station:**

a) Aid station at swim exit for Age Group races;

b) For Age Group and Paratriathlon Bike course *(only)* one aid station may required at 20 km point. There are no aid stations on the elite bike course;

c) Aid stations should be a maximum of 1.25 km apart throughout the run, unless more requested by the TD;

d) Aid stations should extend 30 m in length for Elite races and 40 m in length for Age Group and Paratriathlon races;

e) Sealed water only for Elite competitors. The LOC should provide 2 bottles of 500 ml water per athlete per Aid Station per lap;

f) Water and Sport drink is required for Age Group and Paratriathlon races;

g) Where water and sport drinks are served, there should be clear and visible signage indicting the specific drinks area (ideally the tables are separated and clearly marked);

h) The aid station in the finish/recovery area must offer different kinds of drinks, nutrition bars, fruit and other products as an appropriate athlete service;

i) In case of anti-doping control at the AG/paratriathlon events, the LOC needs to offer sealed bottles of drinks and water.

1.10 **Finish Area:**

a) Finish Chute length: no less than 100 metres in length and 5 metres in width;

b) Photo stand should be placed 15 metres behind the finish line. A 5 tier stand 3 to 4 metres in width must be placed directly behind the 15 m clean finish area;

c) The distance to the recovery/medical area cannot be more than 50 m. The media and medical areas must be clearly separated;

d) A secure Mixed Zone should be planned adjacent to the finish area with sufficient space for media to interview athletes;

e) Spectator Grandstands are required;

f) Big screens and scoreboard should be in full view of the grandstands;

g) A Sport Presentation covered raised platform should be erected close to the finish area to provide adequate view of the entire stadium area and the big screen for race announcers and race management;

h) The Finish Area must be completely secured with a solid fence (minimum 1-metre tall);

i) Podium must be set up in a way to allow medal presentations to take place while the race may still be in progress;

j) Detailed description of required finish area design, personnel, equipment list and procedures can be found in the Event Organisers Manual.

2. **Medical Management:**

2.1 A complete medical plan must be approved by the Technical Delegate. A detailed plan from a certified Doctor should be submitted to ITU which will include: FOP medical plan, Medical Centre layout, Medical Centre equipment, number of medical personnel, number of ambulances and
their location, emergency procedures, hospital information, foreign medical team personnel undertaking procedures.

2.2 Detailed description of required medical personnel, equipment list and procedures can be found in the Event Organisers Manual.

2.3 **Doping Control:**
   a) Provision must be made to accommodate Doping Control at the event.
   b) ITU complies with WADA on all Doping Rules and Regulations (See ITU Website for all current information on Doping Control).
   c) Doping Control Facility on-site for in-competition (following the event) and out-of-competition (prior to the event) must be provided.
   d) Doping Control Tests:
      • **Grand Final** event: 52 urine tests (ten per gender for the elite, five per gender for the juniors and under23, one per gender and category for the Paratriathletes); and 6 blood tests (3 per gender for elite) are carried out in accordance with the ITU-IOC-WADA Doping Control Rules and the ITU-LOC-HC contract.
   e) The TD will check the provided facilities for the Doping Control tests.

3. **Facilities, Equipment and Volunteer Requirements:**

3.1 The following facilities are required:
   a) Athletes’ Lounge;
   b) Recovery Area;
   c) Medical Centre;
   d) Volunteers’ Tent;
   e) Venue Control Centre;
   f) Technical Officials’ Lounge;
   g) Media Centre;
   h) Timing and Results Office;
   i) Sport Presentation booth;
   j) Live Coverage Room;
   k) ITU Media Room;
   l) VIP Grandstands;
   m) VIP and VVIP Area;
   n) Spectator Grandstands;
   o) Clean & Waste Compound;
   p) Logistics/ Operations Compound;
   q) Operations Office;
   r) Classification Rooms: Two (2) clean, private classification rooms (one per Classification Panel) shall be made available for all classification appointments. The room shall be equipped with
an examination bed with a pillow, clean linen four (4) or five (5) chairs, a work table and stool, drinking water and a sufficient supply of clean towels. The area shall be large enough to accommodate 5 persons: the classifier, the athlete, the interpreter (if relevant: see clause 3.1d) and/or the athlete’s representative. An appropriate waiting area shall be provided near the examination room.

3.2 The LOC will provide the necessary power, internet, and IT support and equipment to enable WCS personnel to cover the event. The Local Organizing Committee should be aware of the cost associated with Timing and Communications (radios, phones) as described in this document, the ITU-LOC-HC contract and Event Organisers Manual. Timing and Results Service Company must to be approved by ITU.

3.3 **Athletes briefing:**
   a) Auditorium for 250 people Elite, Junior, Under23, Age Group Team Managers, Paratriathlon, Elite Coaches);
   b) Two day before the event for Series Event, from 2 to 6 PM; (for a period of 4 days for Grand Final, to be confirmed by TechD)
   c) 4 tables for athlete registration and check-in;
   d) Paper and pens;
   e) High speed internet connection;
   f) Refreshments for all athletes;
   g) Head Table with 6 chairs and a speaker stand;
   h) PA facility and projector;
   i) A facility to accommodate Age Group briefings for team managers and on a continuous loop for a period of 3 days for the GF. The facility should accommodate 150 persons.

3.4 **On-site Media office:**
   a) Adjacent to the Finish area;
   b) Access to live video feed;
   c) A stable high-speed internet connection (specific requirements as described in ITU Media and Live coverage and Timing Document);
   d) Tables and chairs for 6 people; (For 12 people for GF)
   e) Refreshments;
   f) Provision for meal service during working hours in event preparation and throughout the competition days.

3.5 **Press Centre:**
   a) A press centre at the racecourse for the general media that is a minimum of 200 m²; (to be confirmed by Media Director)
   b) A stable high-speed internet connection and router / switch with enough ports for the expected number of media;
   c) High speed printing facility and photocopier;
   d) Notice board;
e) Refreshments;
f) Access to live video feed.

3.6 **LOC Race Information and Accreditation Office:**
   a) Open from Thursday before to Monday after the event;
   b) Open from Tuesday before GF;
   c) Phone, FAX and high speed internet connection;
   d) Printer and photocopy machine;
   e) Refreshments.

3.7 **Volunteer requests:**
   a) The LOC should provide the following volunteers to the SMT:
      - 3 volunteers to assist the media manager in media management;
      - 3 volunteers for the Triathlon News Service – capturing flash quotes of finishing athletes;
      - 4 volunteers to assist the Global Graphics Provider;
      - 18 volunteers for the FOP branding;
      - 4 volunteers at the Elite athletes’ registration (briefing, race day);
      - Volunteers for GF to be confirmed by TechD.

4. **Transportation Plan:**
   4.1 Coordinated transportation must be provided by LOC for all stakeholders:
      a) Airport pickup on the cost of the LOC:
         - Elite Athletes and Team Managers
         - Dextro Energy Triathlon ITU World Championship Series Staff and ITU Officials;
         - A more elaborate transportation plan is required for GF and will be confirmed by TechD.
   4.2 City transportation:
      a) Public Transportation (free public transportation should be secured to get to venue on race day where applicable).
   4.3 LOC transportation must be provided to all official functions (trainings, athletes briefings, media conferences).
   4.4 Transportation for the ITOs should be provided from the official hotel to the venue area on race day and course familiarisation days.
   4.5 LOC transportation must be provided to Opening Ceremony and all social functions for:
      a) All Athletes and Team Managers;
      b) Dextro Energy Triathlon ITU World Championship Series Staff and VIP;
      c) Technical Officials.
   4.6 Rental vehicles must be provided for Dextro Energy Triathlon ITU World Championship Series Staff.
a) 1 car and 3 minivan;

b) 2 - 4 bicycles for easy transportation between hotel and venue;

c) 5 motorbikes with drives for the Elite events (additional required for U23 and Junior at GF):
   • ITU photographer (1);
   • pool photographer (1);
   • ITU Technical Officials (3) – scooter upon request;
   • The number of motorbikes with drivers that the LOC should provide for the Age Group Events will be determined by the ITU TD following the site visits;

d) A total of 5 boats should be provided by the LOC to the SMT for the swim course operations:
   • ITU Technical Officials (2);
   • Media (1);
   • Broadcasters (2).

Note: Additional or less requests can be made by ITU according to the distance of the official hotel to the venue or the complexity of the courses and the competition schedule.

5. Accommodation Requirements

Following rooms to be provided free of charge. The number of rooms and nights can differ a little from event to event.

5.1 ITU Host Hotel Accommodation - Grand Final

a) The accommodation required from the LOC will cover the stay SMT, the ITU Executive Board and ITU Staff. The number of required room-nights are the following:

b) Total room nights:
   • Single room: 128
   • Double room: 143

<table>
<thead>
<tr>
<th>Type of rooms</th>
<th># of Nights of stay</th>
<th># of Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>8</td>
<td>9</td>
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<tr>
<td>Single</td>
<td>7</td>
<td>8</td>
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<tr>
<td>Double</td>
<td>9</td>
<td>2</td>
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<tr>
<td>Double</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Double</td>
<td>7</td>
<td>11</td>
</tr>
</tbody>
</table>

c) The ITU Executive Board, the ITU Staff and the SMT should be accommodated at the same hotel.

d) The rooms should be including the breakfast.

e) The host hotel for the GF should be a “conference hotel” with all facilities and equipments for the ITU Congress, ITU Committee & Commission Meetings, ITU Offices.

f) If the LOC uses an independent congress & conference centre for the congress and the committee meetings, it should be close (in walking distance) to the host hotel.

g) The ITU Office, the ITU Media Office and the ITU President’s Office should be settled at the host hotel. The ITU President’s hotel room should have a meeting room attached, which can also serve as the office.

5.2 ITU Congress, Committee Meeting Rooms, Requirements for the Grand Final (based on the Congress to be held on Friday before the first competition day)
<table>
<thead>
<tr>
<th>Room size</th>
<th>Number of days</th>
<th>Equipment and personnel</th>
<th>Food Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Congress Registration area (in the reception area of the ITU Office)</td>
<td>Tuesday to Thursday</td>
<td>Two big tables, 4 chairs, storage for Congress folders and delegate gift</td>
<td>NA</td>
</tr>
<tr>
<td>Congress Room for 250 persons Classroom style seating with writing tables</td>
<td>Thursday 4pm – Friday 6pm</td>
<td>Classroom style seating for 250 persons with writing tablets</td>
<td>2 coffee breaks - coffee, water and snacks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 1 head table for 16 persons with microphones;</td>
<td>Lunch for delegates</td>
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<tr>
<td></td>
<td></td>
<td>- Backdrop behind head table with design approved by ITU</td>
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<td>- speaker’s podium (with microphone and remote control) on one side,</td>
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<td></td>
<td></td>
<td>- Three LCD screen on the floor for the head table.</td>
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<td>- AV support (recording facilities) with 8 microphones on head table</td>
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<td></td>
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<td>- 4 to 6 microphones on floor stands between delegate tables.</td>
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<td></td>
<td></td>
<td>- 2 Large screen and 2 projector.</td>
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<td></td>
<td></td>
<td>- Technical support for set up and day of Congress.</td>
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<td></td>
<td>- Simultaneous translations service (Spanish-English) for Congress.</td>
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<td></td>
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<td>- Pens and paper.</td>
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<td></td>
<td>- LOC Congress gift for the delegates for 250 persons.</td>
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<td></td>
<td></td>
<td>- Wifi internet access</td>
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<td></td>
<td>- 6 volunteers for the whole day of the congress</td>
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<tr>
<td></td>
<td></td>
<td>- Technical staff for the rehearsal between 4pm to 6pm the day before and for the whole day of the congress</td>
<td></td>
</tr>
<tr>
<td>Meeting Room for ITU Executive Board – board room style set up for 40 persons</td>
<td>1 day (on Wednesday)</td>
<td>Large screen and projector.</td>
<td>2 coffee breaks - coffee, water and snacks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lunch</td>
</tr>
<tr>
<td>Meeting Room for Event Organisers and Technical Officials (60 persons)</td>
<td>2 days (on Tuesday and Wednesday)</td>
<td>Large screen and projector.</td>
<td>2 coffee breaks - coffee, water and snacks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lunch both days</td>
</tr>
<tr>
<td>Committee &amp; Commission meeting</td>
<td>1 day (on Thursday)</td>
<td>Large screen and projector.</td>
<td>Water, coffee and refreshments</td>
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<tr>
<td></td>
<td>– One room is</td>
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</tr>
<tr>
<td>Room size</td>
<td>Number of days</td>
<td>Equipment and personnel</td>
<td>Food Services</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
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<td>----------------------------------------------------------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>rooms (5 rooms to accommodate 20 persons in each)</td>
<td></td>
<td>Needed from Tuesday to Sunday as extra meeting room.</td>
<td></td>
</tr>
<tr>
<td>Paratriathlon Classifier Rooms (2 rooms)</td>
<td>3 days</td>
<td>According to the detailed description (Technical and Venue Operations 3.1.s)</td>
<td>Water, coffee and refreshments</td>
</tr>
<tr>
<td>Continental Confederation Meeting Rooms (5 rooms to regions: Africa, Americas, Asia, Europe, Oceania)</td>
<td>for 2 hours prior to the ITU Congress</td>
<td>Large screen and projector 5 meeting rooms accommodate in 60 people for Europe, 40 for Asia, 50 for Americas and 20 people for Oceania and Africa.</td>
<td>Water</td>
</tr>
<tr>
<td>Meeting Room for ITU Women’s Seminar &amp; Luncheon, accommodated 50 persons</td>
<td>1 day</td>
<td>Large screen and projector. The meeting room should be suitable for both seminar &amp; luncheon. Head table for 3-5 persons, 5 round tables with 8-10 seats.</td>
<td>1 coffee break, - coffee, water, snacks, fruits Lunch</td>
</tr>
<tr>
<td>Media Interview Room for pre and post race interviews. Media backdrop required</td>
<td>2 days prior to the elite races, 1 day after the elite races. (5 days in total)</td>
<td>Special equipment &amp; furniture. Room should be in a quiet place &amp; needs to be darken if it is necessary.</td>
<td>Water</td>
</tr>
<tr>
<td>Room for the ITU International Press Conference Media backdrop required</td>
<td>½ day (On Friday before the race)</td>
<td>Large screen and projector. TV</td>
<td>Buffet lunch with coffee.</td>
</tr>
<tr>
<td>Meeting Room for Post Event Executive Board Meeting (with ITU senior staff) U-shape set up for 50 persons</td>
<td>1 day (on Monday after the races)</td>
<td>Large screen and projector.</td>
<td>1 coffee break, - coffee, water, snacks, fruits Lunch</td>
</tr>
</tbody>
</table>
5.3 ITU Office, ITU Media Office and ITU President’s Office Requirements for the Grand Final

<table>
<thead>
<tr>
<th>Room size</th>
<th>Number of days</th>
<th>Equipment</th>
<th>Food Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITU Office divided into a reception and an office area. The office area</td>
<td>from Monday to Tuesday for 8</td>
<td>• Phone/ Fast Internet connection (wire, WI-FI)</td>
<td>water, coffee, tea, soft</td>
</tr>
<tr>
<td>should be soundproof from the reception area. The office area should suit</td>
<td>days</td>
<td>• Printer/Photocopier-high speed</td>
<td>drinks, snacks, fruits</td>
</tr>
<tr>
<td>15 persons. The size of the office and the reception area is 2x30m².</td>
<td></td>
<td>• paper/pens/pencils</td>
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<td></td>
<td></td>
<td>• stapler/scissors/ruler/tape</td>
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<td></td>
<td></td>
<td>• highlighters</td>
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<td></td>
<td></td>
<td>• notice board</td>
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<td></td>
<td></td>
<td>• Large screen and projector</td>
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</tr>
<tr>
<td>ITU Media Office for 15 persons with room deviders for working area and</td>
<td>from Tuesday to Wednesday for</td>
<td>Phone/ Fast Internet connection (wire, WI-FI),</td>
<td>water, coffee, tea, soft</td>
</tr>
<tr>
<td>meeting area</td>
<td>9 days</td>
<td>Printer/Photocopier-high speed, paper/pens/pencils,</td>
<td>drinks, snacks, fruits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>stapler/scissors/ruler/tape,</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>highlighters, notice board,</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Large screen and projector</td>
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<tr>
<td>ITU President’s office for 4-6 persons, Devided set up for round table</td>
<td>from Tuesday to Sunday for 6</td>
<td></td>
<td>water, coffee, tea, soft</td>
</tr>
<tr>
<td>with 4-6 chairs and sofa with armchairs</td>
<td>days</td>
<td></td>
<td>drinks, snacks, fruits</td>
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</table>

Note: The LOC will be provided with further detailed information and schedule on the room requirements for the abovementioned meetings and offices.

5.4 Sport Expo Facilities:

a) The following Booth space must be provided free of charge;

b) 3 - 3m x 3m booths to ITU Global sponsors;

c) 1 - 3m x 3m booth to ITU;

d) The space must be uniformly laid out and approved by EP and include the following;

e) Power and water source provided;

f) Flooring (depending on the venue surface);

g) Internet and credit card facilities;

h) 24 hour Security.
6. Communication Plan:
   6.1 The Communication Plan provides the critical communications link between the various elements of the race to ensure smooth and safe movement of athletes, spectators, and vehicles.
   6.2 Nine radio talk groups will be utilised on race day. Other support groups will use their own radio frequencies:
      a) Technical Officials talk group;
      b) Executive talk group;
      c) Medical talk group;
      d) Race talk group;
      e) Security talk group;
      f) Announcer talk group;
      g) Media talk group;
      h) Television talk Group;
      i) Site talk group.
   6.3 The final radios distribution plan should be approved by the TD.
   6.4 LOC should provide to the Series Management Team 20 radios in 2 channels and 15 cell phones with sim cards.

7. Technical Officials Equipment:
   The LOC should provide the following items to the ITOs team for the needs of the event:
   7.1 Mountain bikes: 2 mountain bikes with 2 helmets;
   7.2 Measuring Devices: Thermometer;
   7.3 Flags: 10 red flags 60cmx90cm;
   7.4 Horns: 3 manual air horns, 1 electronic start system;
   7.5 Lap Board: One board per lap x2 sets, Bell;
   7.6 Whistles: 30 whistles;
   7.7 Vehicle: 1 vehicle available for the TD and the ITOs’ Team;
   7.8 2 still Cameras and 1 video camera with a tripod. A TV screen should be available for checking the footage and the sound from the video camera;
   7.9 Miscellaneous: Stationery for the Athletes’ Check In and registration, Start lists x 25 copies, Duct Tape, Extra stickers for bikes and helmets, Felt pens, Pens, Sewing kit, Official’s Board, Competitor’s Agreement x 180 copies, LCD projector and screen, Sponges and towels.

8. Catering Requirements:
   8.1 The LOC should be responsible to provide meals and refreshments to the Series Management Team and the ITOs for every 6 hours that they will work at the venue area. The provided services should be approved by the ITU TD.
9. **Contingency Plan:**

9.1 Contingency plans will require planning for:

9.2 Delay: An event is considered delayed if it does not start at the scheduled start time or is interrupted after the scheduled start;

9.3 Postpone: An event is considered postponed when it cannot be completed within the scheduled session (or an extended session) and is rescheduled to another session on the same day or another day;

9.4 Cancel: An event is considered cancelled when it is delayed or postponed and cannot be restarted or rescheduled.
SECTION C: ITU EVENT PROTOCOLS

ITU has a set of Event Protocols that provide the guideline and framework for all elements of presentation of ITU events. This document includes the following requirements from the overall Event Protocols:

1. ITU Sport Presentation:

This document deals specifically with presenting the sport action at the competition venue. It is designed to accommodate the ideal situation where there is a fully serviced live TV broadcast. It may be moderated to suit individual events in consultation with the Dextro Energy Triathlon ITU World Championship Series Managing Director:

1.1 Sport Presentation is what transforms a great competition and makes it a great show for the spectators at the venue and the broadcast audience (both on television and live via the internet).

1.2 The Sport Presentation team is tasked with presenting the excitement of the competition, from the moment the athletes enter the stadium to the closing ceremony, in a way that entertains the spectators by inspiring the emotion of the competition while at the same time showcasing the culture of the host nation/host city.

1.3 The most important first step of a successful presentation of the sport is a strong collaborative partnership between ITU and the Sport Presentation Producer from Local Organising Committee. There are a number of key components that must be considered. The following describes the specific requirements for sport presentation and the roles and responsibilities of the sport presentation team prior to, during, and after the competition.

1.4 Sport Presentation involves:

a) Information Delivery: competition schedules; athlete bios and current rankings; triathlon background; host city interesting facts; venue information -food services and transportation, weather updates etc;

b) Entertainment Factor. Having a highly interactive MC can greatly enhance the entertainment of the spectators through prize giving, quizzes, and general crowd motivator’s i.e. music and noisemakers. Live entertainment for Opening and Closing ceremonies and in between bike laps is highly recommended. A well planned music selection enhances the mood of the competition, the emotion of the moment and the involvement of the spectators.

1.5 To achieve the highest quality sport presentation a comprehensive preparation must be undertaken to ensure readiness for the show.

a) A creative and energetic presentation team has to be assembled (producer/director, announcers, audio operator, video-board and scoreboard operator, protocol manager, floor/entertainment manager, volunteers / spotters, SPR camera operator and assistant).

b) A sufficient amount of information and knowledge has to be studied and compiled prior to the event day to be able to function as an information source during competition.

c) Having experienced sport announcing specialists is of great value and must be appreciated and understood in the pre-planning and selection of announcers (see appendix 1).
d) All information channels (to timing and results, competition management, technical operations, protocol,) have to be prepared and well managed to maintain functionality and the process of information distribution.

e) Production of daily run sheets: a detailed run sheet has to be developed in order to have a proper guideline throughout the whole presentation to facilitate the easy ‘flow’ of the show and ensure the entire team is operating off a coordinated timesheet.

f) Production of audio / video material: crucial part of the preparation, especially where the entertainment factor plays a major role in presentation. A wide range of material has to be prepared and placed in stand-by to be able to capture the spectators for the duration of the entire event, from Opening to Closing Ceremony.

2. Requirements Checklist

2.1 Contractors
   a) Audio
   b) Video
   c) Music DJ
   d) Announcers (≥2, 1 English speaking)

2.2 Sport Presentation Unit
   a) Secure all weather structure.
   b) All contractors to be located together in the same unit.
   c) Audio, Video (Big Screen), DJ, Announcers and ITU SP Director (SPD)
   d) Field of Play and Podium view
   e) TV (Preview big screen signal)

2.3 Audio
   a) 8 input mixer minimum
   b) 3 * wireless mics or headsets. Shure UC series with long range aerial
   c) Speakers (spots on stands preferred to line array)

2.4 Video
   a) Video mixer & Operator
   b) Camera & Operator
   c) If camera is cabled - Cable drops at Finish line(s), transition(s), Swim Start, Podium
   d) Dirty video feed from broadcaster (with graphics)
   e) TV (playback monitor, director announcers view)
   f) Big Screen (25 m² minimum, 16:9)

2.5 DJ
   a) Locale music
   b) Various tempo of tracks
2.6 Timing Feed (CIS)
   a) Laptop with timing information
   b) Announcer timing point 50metres prior to finish for AG races

2.7 Communication
   a) 3/4 radios with in ear pieces (1 for each announcer + Director) or if possible announcer intercom (eg Clear-Com AB-100) plus 1 radio
   b) Phone for SPD

2.8 Meetings
   a) Contractors Meeting before venue setup (Wednesday / Thursday)
   b) Announcers Meeting (Wednesday / Thursday)
   c) Start Rehearsal (Announcers – Friday)
   d) Medal Ceremony Rehearsal (Announcers, Audio, DJ, Medal Bearers – Friday)

2.9 Sponsor Material
   a) LOC sponsor video’s and graphics (send to SPD)
   b) Sponsor announcer scripts in local language

2.10 Ceremony
   a) Podium
   b) Flags for each Country with multiple flags for countries with multiple athletes.
   c) Medal / Flower bearers/Follower (3, formally dressed)
   d) Champagne (6)
   e) Flower bouquets (6)
   f) Decorative Presenting trays to bear medals / flowers (2)
   g) Table (beside podium)

3. ITU Announcers Protocol:

This document deals with selection, approval and requirements for ITU announcers:

3.1 Announcer Selection and Appointment Criteria: For Dextro Energy Triathlon ITU World Championship Series Events announcers need to be appointed according to the following criteria:
   a) The LOC are requested to recruit two LOC Announcers.
   b) SMT strives for gender equity when selecting LOC Announcers. Ideally, one man and one woman are expected.
   c) ITU Sport Presentation Director (SPD) must approve the LOC Announcers. Approval requests should be sent via email to fergus.murray@triathlon.org.
   d) Both selected LOC Announcers should be experienced live announcers and have good knowledge of the athletes and be well versed in ‘ITU’ triathlon.
   e) In countries where the local language is other than English, one of the commentators must be fluent in English language for technical announcements.

3.2 Announcer Script Development:
   a) A detailed script will be developed by SPD in consultation with the LOC.
b) Pre-event communication via email and possibly Skype call meetings are required to ensure all parties are familiar with, and are in agreement with ITU Sport Presentation Manual.

c) A series of Sport Presentation meetings must be scheduled during race week i.e.:
- Meeting of entire presentation crew (as listed in the ITU Sport Presentation Manual) with the ITU Team Leader (ITU Technical Delegate if not applicable).
- Medal ceremony protocol meeting and rehearsal.
- Athlete introduction protocol meeting.
- Final banquet and Age Group awards presentation meeting (where applicable).

d) Things to consider in preparation of script development:
- The competition time schedule including warm-up times.
- The contractual requirements of ITU Global sponsors in terms of PA recognition including any special sponsor ‘tag lines’.
- The contractual requirements of LOC sponsors in terms of PA recognition.
- A list of ITU and LOC special guests with their exact titles and exact way of addressing those individuals e.g. Your Worship Mayor Coleman, or Your Worship, The Lord Mayor of London etc. Adding relevant accomplishments of those individuals can also be considered.
- Interviews:
  (i) Planned Interviews may be pre-recorded and scheduled during times when there is no live action on the screen.
  (ii) On-site interviews with athletes, sponsors, VIPs scheduled at pre-arranged times in the script.
- Silence/no-talk time: A good script will include periods of silence. Appropriate use of silence allows the event to ‘breath’ and the sound and ambience of the race action to take centre stage.
- Spectator giveaways and quizzes.
- Strategic use of specific music selections that intensifies the emotion of the competition and the excitement of the spectators and should reflect the culture of the region.

e) Pronunciation:
- Announcers must ensure that they are familiar with all the athletes’ and special guests’ names and must ensure that they have the correct pronunciation.
- Profane, abusive or sexist language is absolutely forbidden at any ITU Event.

f) Event Title:
- When making reference to the event, announcers must use the complete official event name at all times, including title sponsor, where applicable, i.e. “Dextro Energy Triathlon ITU World Championship Series”

4. ITU Athlete Introduction Protocol:

4.1 Introduction:

a) This document outlines the exact athlete introduction protocol which has been carefully planned with the ITU technical team ensuring full consideration for the competition rules and all broadcast and television considerations. It includes a template for the announcer’s use.

b) The following athlete introduction protocol must be carefully adhered to. Ideally the announcer should rehearse and time the announcements. The accuracy of the timing of the introduction is a very crucial element when we have a live TV broadcast timed to commence at an exact time. The TD will play a crucial role in assisting the presentation team in managing the timing of the competition start.
4.2 **Timeline:**

a) Fifteen (15) minutes before race start: athletes will be called to the pre-start area or call room.

b) Once in the pre-start area/call room, technical officials will line the athletes up by number.

c) Five to seven (5 to 7) minutes before race start: (time varies depending on distance from pre-start area/call room to swim start and the number of the athletes), the TD will inform the announcers that the athletes are ready to be introduced.

d) Prior to introducing the athletes, the announcers must remind spectators that no horns or whistles can be used while the introduction and start is in progress and ask them to remain quiet until after the start of the race.

4.3 Athlete Introduction script protocol: The athletes will be introduced in 4 ‘seeded’ groups, based on race number and rank. These groups and the corresponding script notes for each introduction are as follows:

a) **Athletes numbered 1 to 10:** Introduction of each athlete individually in race number order, saying the start number, country, current rank and/or provide one recent/exceptional race results, full name:

   Wearing # 1 from Great Britain currently ranked 5th in the world, ...the reigning World Champion... Helen Jenkins

b) **Athletes numbered 11 to 20:** Introduction of each athlete individually in race number order, saying the start number, country, current rank, full name.

   # 12 from New Zealand currently ranked 16th in the world, Kris Gemmell.

c) **Athletes numbered 21 to 50:** Introduction of each athlete individually in race number order, saying the start number, country, and full name.

   # 35 from South Africa, Kate Roberts

d) **Athletes numbered 51 and above:** Introduction of each athlete individually in race number order, country, and full name.

   from Hungary, Alfred Torok

4.4 When the athletes have all been introduced the announcer ends the start duties. The announcer must remain silent until after the start as detailed in the prepared script.

4.5 As soon as the athletes are lined up, the Start-line officials will raise their flags and the Starter says ‘On your Mark’ followed by the start horn.

4.6 If it is a clean start then the official’s microphone will be turned over to the announcers. If there is a false start then the Starter will give further instructions to the athletes according to the start-procedure outlined in the ITU Competition Rules.
4.7 **NB: Bad Weather:** In order to prevent hypothermia, when conditions are bad the start protocol will be condensed to speed up the athletes’ transition from swim warm-up to start. This will be done in consultation with the TD.
ITU Medal Ceremony Protocol:

The Dextro Energy Triathlon ITU World Championship Series has a well established Medal Ceremony Protocol. The LOC Protocol Manager must understand the ceremony logistics and ensure that the ceremony logistics are understood and rehearsed.

4.8 **Key Logistics:**

a) **Podium Specifications:** The centre standard should be the highest (0,75mx1mx1m), with the one of the left slightly lower (0,5mx1mx1m) and the one on the right the lowest (0,25mx1mx1m). For board design and dimensions see Sponsorship and Events Design Guide;

b) **Backdrop Specifications:** see Sponsorship and Event Design Guide;

c) **Carpet Specifications:** the podium steps will be completely covered in blue carpet. A carpet 2 metres x 10 metres will be in front of the podium;

d) **Flag positioning and standards:** The centre standard should be the highest, with the one of the left slightly lower and the one on the right the lowest. The athletes should not turn more than 45° to see the flags. The flags have to be visible for the VIPs;

e) The LOC is responsible to ensure that they have flags of each country of participating athletes. Provision must be made for multiple winners from one country;

f) Podium must be set up away from FOP to accommodate the broadcast of the ceremony while the race may still be in progress;

4.9 **Medal Ceremony Presenters:**

a) In choosing the ceremony presenters, the following protocol order should be adhered to:

b) The highest ranked ITU officer present at the event

c) ITU title sponsor representative (if present)

d) LOC highest ranked political figure

e) LOC sponsor representative (if desired by LOC)

f) **Note:** If an IOC member is present this person must be given priority in consultation with the highest ranked ITU Officer and the MD.

4.10 **Dextro-Energy Trophy and Sash:** In addition to the medal and flower presentation, Dextro Energy will present a Cup and Sash to the leaders of the World Championship Series, who may or may not be the podium winners.

a) The presentation to the series leader will take place directly after the presentation of the first three athletes of the race. For the series leader presentation, the first three have to leave the podium.

4.11 **Series Category (Swim, Bike, Run) Winner (only Grand Final):** In addition to the above mentioned presentations, a trophy will be presented to the series category winners for both elite men and women.

a) The presentation to the series category winners will take place directly after the presentation of the Dextro Energy Trophy and Sash.

4.12 Final list of Presenters: The highest ranked ITU Officer present will meet with the MD 24 hours prior to the first event to finalise the ceremonies presenters. They will create a table similar to the
following with the names of the presenters and ensure the ITU and LOC people responsible for protocol are informed. The proposal of the LOC presenters should be sent to the ITU Officer with the presenters’ exact title two weeks prior to the Grand Final.

a) Presenters for a WCS Series Event:

<table>
<thead>
<tr>
<th>Medal Presenter</th>
<th>Women’s Event</th>
<th>Men’s Event</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LOC Choice</td>
<td>ITU Choice</td>
</tr>
<tr>
<td>Flowers Presenter</td>
<td>ITU Choice</td>
<td>LOC Choice</td>
</tr>
<tr>
<td>Sash Presenter</td>
<td>ITU Choice</td>
<td>Dextro Energy Choice</td>
</tr>
<tr>
<td>Trophy Presenter</td>
<td>Dextro Energy Choice</td>
<td>ITU Choice</td>
</tr>
<tr>
<td>Champagne Presenter(s)</td>
<td>LOC Choice (1&lt;sup&gt;st&lt;/sup&gt;) - ITU Choice (2&lt;sup&gt;nd&lt;/sup&gt;, 3&lt;sup&gt;rd&lt;/sup&gt;)</td>
<td>LOC Choice- ITU Choice – (2&lt;sup&gt;nd&lt;/sup&gt;, 3&lt;sup&gt;rd&lt;/sup&gt;)</td>
</tr>
</tbody>
</table>

**Presenters for the Grand Final:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Medals</th>
<th>Flowers</th>
<th>Series Trophies to top 3</th>
<th>Series Winner Sash</th>
<th>Champagne 1&lt;sup&gt;st&lt;/sup&gt; place</th>
<th>Champagne 2&lt;sup&gt;nd&lt;/sup&gt; place</th>
<th>Champagne 3&lt;sup&gt;rd&lt;/sup&gt; place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elite Men Grand Final</td>
<td>ITU Choice</td>
<td>LOC Choice</td>
<td></td>
<td></td>
<td>ITU Choice</td>
<td>LOC Choice</td>
<td>LOC Choice</td>
</tr>
<tr>
<td>World Championship Series 2011 Elite Men</td>
<td>Dextro Energy Choice</td>
<td>ITU Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elite Women Grand Final</td>
<td>LOC Choice</td>
<td>ITU Choice</td>
<td></td>
<td></td>
<td>ITU Choice</td>
<td>LOC Choice</td>
<td>LOC Choice</td>
</tr>
<tr>
<td>World Championship Series 2011 Elite Women</td>
<td>ITU Choice</td>
<td>Dextro Energy Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Series Swim Category Winner- Men</td>
<td>ITU Choice</td>
<td>Specialized Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Series Bike Category Winner – Men</td>
<td>ITU Choice</td>
<td>Specialized Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Series Run Category Winner – Men</td>
<td>ITU Choice</td>
<td>Specialized Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Series Swim Category Winner- Women</td>
<td>ITU Choice</td>
<td>Specialized Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Series Bike Category Winner – Women</td>
<td>ITU Choice</td>
<td>Specialized Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Series Run Category Winner – Women</td>
<td>ITU Choice</td>
<td>Specialized Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U23 Men</td>
<td>LOC Choice</td>
<td>ITU Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U23 Women</td>
<td>LOC Choice</td>
<td>ITU Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior Men</td>
<td>LOC Choice</td>
<td>ITU Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior Women</td>
<td>LOC Choice</td>
<td>ITU Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aquathlon Elite Men</td>
<td>ITU Choice</td>
<td>LOC Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aquathlon Elite Women</td>
<td>ITU Choice</td>
<td>LOC Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aquathlon U23 Men</td>
<td>ITU Choice</td>
<td>LOC Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aquathlon U23 Women</td>
<td>ITU Choice</td>
<td>LOC Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Aquathlon Junior Men | ITU Choice | LOC Choice
---|---|---
Aquathlon Junior Women | ITU Choice | LOC Choice

| Aquathlon (all AG categories) | ITU/LOC Choice by turns |
| Paratriathlon (all categories) | ITU/LOC Choice by turns |
| Age Group Olympic (all categories) | ITU/LOC Choice by turns |
| Age Group Sprint (all categories) | ITU/LOC Choice by turns |

5. **ITU VIP Hosting and Ceremony Protocols:**

5.1 This document outlines Dextro Energy Triathlon ITU World Championship Series’ strict VIP protocols as it pertains to all official functions. It also includes the protocol for the Grand Final Opening Ceremony, Final Awards Banquet and the Closing Ceremony.

5.2 **VIP Guest Protocol:**

a) A VIP guest list will be created and agreed to by ITU and LOC. A formal written invitation will be supplied by ITU and send to guests under the signature of the ITU President.

b) LOC will provide SMT with the exact time schedules for each VIP event.

c) An RSVP management system will be agreed between SMT and LOC.

d) Important VIP guests to be included are:

- The highest ranked local politicians, the Premier, the Mayor, The Head of Tourism authority and any other key political figures;
- Representatives of the National Olympic Committee;
- ITU Executive Board members;
- The National Federation President and Secretary General;
- Top level sponsors of ITU and LOC;
- ITU Senior staff and the Technical Delegate(s) for the event;
- ITU Congress Delegates, ITU Committee’s chairs (only GF);
- Others as mutually agreed between ITU and LOC.

5.3 **VIP Meet and Greet Protocol:**

a) ITU and LOC protocol managers will agree on a gathering place at each function for VIPs with a host or hostess to introduce and greet the guests.

b) Refreshments should be available and served in this area.

c) If accreditation cards have not been provided, name tags should be available. Name cards should carry the Dextro Energy Triathlon ITU World Championship Series and the ITU Logo; the first name should be in font 16 in first line; last name in font 14 on second line; the person’s title in font 14 on third line.

d) Guests scheduled to speak should be briefed on the programme for the particular function.

e) An event souvenir or ITU pins can be used to acknowledge their attendance.

5.4 **ITU Gift Giving Protocol:**

a) ITU will provide a small gift to the LOC and the Host City.

b) If the LOC wishes to reciprocate, the details of the gift and the recipients should be agreed on
in advance.

b) The ITU President and ITU Secretary General should be assigned a personal driver (or car).

c) Parking instructions and parking passes (if suitable) should be provided to all guests who may be using their own transport to get to the particular venue.

5.6 Flag Protocol:

a) LOC must make arrangements for country flags well in advance of the championships. Country flags can sometimes be secured from the government protocol office; otherwise they have to be purchased. There should be 2 complete sets of country flags; one set for each participating country for Opening and Closing Ceremony and one set for display at competition venue.

b) The Opening and Closing Ceremony a set of flags can be for the medal ceremonies of Elite, U23 and Junior athletes.

c) The ITU Technical Delegate will advise the LOC in the case where there could be more than one athlete from the same country.

d) The set up of the flags for Opening, Closing and Venue dressing will follow the following order from left to right:
   • Host country;
   • Alphabetical country order;
   • ITU Flag;
   • IOC Flag (if available).

5.7 Opening Ceremony Protocol:

a) The exact timing of the Opening Ceremony and Parade of Nations will be agreed to with the LOC Director of Opening Ceremony logistics. Once the athletes are in place the formal programme will commence.

b) A Meet and Greet area must be established and staffed as per protocol requirements above.

c) A competent Master of Ceremonies with knowledge of correct protocols will be selected and agreed on with LOC. If the ceremony needs to be bi-lingual a second MC of the host country will be included.

d) An exact script will be developed by ITU and LOC protocol managers, with bi-lingual consideration if required.

e) The programme should be presented in the following order:
   • The MC welcomes the athletes, thanked and mentioned the sponsors and introduces the platform guests in the following order:
   • The Premier of the country, state or province (if available);
   • The Mayor of the City;
   • Representatives of the National Olympic Committee;
   • The President or CEO of the LOC;
   • The athletes who are selected to recite the Athlete’s Oath;
   • The technical official who is selected to recite the Technical Official’s Oath.
   • The coach who is selected to recite the Coach’s Oath.

f) The introduction of the platform guests will be followed by a 15-minute cultural display.

g) The cultural display will be followed by brief speeches. Speakers must be advised of the time limitation well in advance (maximum one and half minutes):
   • The Premier of the country, state or province (if available);
• The President or CEO of the LOC;
• Athlete’s Oath;
• Official’s Oath;
• Coach’s Oath;
• The ITU President and The Mayor of the City will speak last and declare the championship opened with the raising of the ITU and Olympic Flags;
• Further entertainment is optional.

5.8 Final Awards Banquet and Closing Ceremony Protocol:

a) The Final Awards Banquet will consist of a sit down dinner, medal presentation ceremony for Age Group and Paratriathlon athletes and will be followed by a Closing Ceremony that will involve the handing over of the Dextro Energy Triathlon ITU World Championship Series / ITU flag from the current host city to the next host city.

b) A committee must be formed to manage all aspects of the Final Awards Banquet and Closing Ceremony.

c) A podium backdrop approved by the SBDB and must be set up.

d) A podium should be big enough for the paratriathletes’ Award Ceremony and it needs to have wheelchair access.

e) 2 Photographers must be on hand to capture the awards presentations.

f) 2 experienced MCs are required.

g) A VIP guest list must be managed.

h) Medal Presenters should be selected and briefed. SMT and LOC will agree on a set of presenters. It is advisable to have at least 10-12 presenters scheduled because of the large number of awards.

i) Background and fanfare music should be part of the ceremony.

j) A crisp and well managed set of medal ceremonies must be planned. SMT provides a sample working document for this purpose.

k) Brief local cultural displays can be scheduled before and during breaks in the medal ceremony.

l) Rehearsals should be scheduled to ensure crisp delivery.

m) At The Closing Ceremony the ITU President will thank the LOC and host City and present the ITU gifts.

n) The ITU President will then invite the head of the current organising committee and the head of the future organising committee to the stage for the official ‘Flag Ceremony’.

o) A dance will follow the Closing Ceremony.

p) Please refer to the excel final-awards-closing-ceremony template in the EOM.

5.9 Social Functions Standards:

a) The types of functions required are outline below:

<table>
<thead>
<tr>
<th>Function</th>
<th>Food and beverage</th>
<th>AV support</th>
<th>Entertainment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Ceremony</td>
<td>Pre-Ceremony Meet and Greet Function for VIP (minimum 250 persons) with light refreshments (Champagne or Wine and Cheese)</td>
<td>Stage for dignitaries with podium and microphone for speakers</td>
<td>Parade of Nations LOC cultural presentation</td>
</tr>
<tr>
<td>Pasta Party</td>
<td>Pasta style meal with cash bar for all athletes at all events</td>
<td>Podium and microphone Big Screen</td>
<td>Provision to play race videos and LOC and ITU promo videos</td>
</tr>
<tr>
<td>LOC Welcome</td>
<td>Cocktail style party with</td>
<td>Podium and</td>
<td>Local cultural</td>
</tr>
<tr>
<td>Reception</td>
<td>provision for 200 ITU Family (including representatives of the partners, the global sponsors and the international media)</td>
<td>microphone</td>
<td>display welcome</td>
</tr>
<tr>
<td>----------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------</td>
<td>------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Post Congress reception</td>
<td>In a separate room or restaurant for all Congress delegates and ITU staff and guests (320 people) President’s table and tables for all delegates</td>
<td>Podium with microphone. Music or entertainment based in local customs Dinner and drinks</td>
<td>Post-dinner dance and other cultural entertainment welcome</td>
</tr>
<tr>
<td>Final Party</td>
<td>Sit down served banquet with food and beverage service approved by MD Provision for 200 ITU Family at Final Banquet</td>
<td>3 or 4 Large screens Full AV support</td>
<td>Post-dinner dance and other cultural entertainment welcome</td>
</tr>
</tbody>
</table>
6. **The Team: Roles and Responsibilities:**

6.1 **ITU Protocol Representative:** Acts as advisor and coordinator to LOC on all aspects of the sport presentation and facilities the entire operation on competition days.

6.2 **Sport Presentation Director (SPD):** Controls all the elements of Sport Presentation and acts as the “Director” on competition days.

   a) **Pre-planning:**
   - Liaise with Venue Manager to ensure correct setup and equipment is ordered and installed as required;
   - Liaises with entire sport presentation team, plans meeting schedules;
   - Liaises with LOC Manager of Volunteers, Manager of Protocol, Manager of Sponsor fulfillment;
   - Liaises with Live Entertainment Manager;
   - Liaise with Manager of Timing and Results to ensure the correct equipment and information is available to presentation team;
   - Liaise with Video Screen Operator;
   - Creates all scripts and ensures that the entire presentation team is familiar with the script and their particular role scripting;
   - Ensure that the team are appropriately attired;
   - Plan race day meal services and beverages;
   - Ensure bathroom facilities are conveniently located;
   - Schedules rehearsals and sound checks.

   b) **Competition days:**
   - Controls the Announcers and cueing;
   - Cues Announcers;
   - Cues Audio, Video and Scoreboard Operators;
   - Cues athlete introduction;
   - Cues victory ceremonies;
   - Creates cue sheets in consultation with Competition Manager.

6.3 **Announcers:** (see announcers protocol in this document)

   a) Main source of information delivery and announcements to athletes and coaches;
   b) Informs, guides and adds excitement to the spectators’ experience;
   c) Recognise sponsors and dignitaries as per script provided by LOC;
   d) Work with SPD in the creation of detailed scripts;
   e) Pace the competition through its various stages including athlete arrival at venue, warm up, athlete introductions, timing and results etc.

6.4 **Master of Ceremonies (MC):** where possible an MC on site can greatly enhance sport presentation. If present they can perform the following roles:

   a) Interact on a live level with spectators, including special cheers, noise-makers, give aways, etc.;
   b) Be active on the Field of Play (FOP) (stadium area) in engaging and exciting the spectators when athletes are not in this area;
   c) Attend all rehearsals and meetings.

6.5 **Disc Jockey (DJ):**

   a) Ensure a complete selection of music to include:
   b) High, medium and low tempo;
   c) ITU processional music selections for swim start and medal ceremonies
d) Fanfare music for exiting moments such as everything the athletes come into the stadium after a lap on the bike or run;
e) Music that is representative of local culture and international popular pieces;
f) Ensure that no unsavoury lyrics are played (all music must be approved by protocol director);
g) Interact with spectators and play music to suit the time of day and mood of the competition;
h) Ensure a complete list of anthems is available and cued for medal ceremony;
i) Attend all rehearsals and meetings.

6.6 **Audio Operator:**
   a) Operate mixing console;
   b) Monitor audio levels and maintain quality;
   c) Assist with bump in and out process;
   d) Support the SPD in regards to audio requirements;
   e) Attend all rehearsals and meetings.

6.7 **Video Clip Switcher:**
   a) Operates the mixers - visual outputs to screen;
   b) Assist with bump in and out process;
   c) Support the SPD in regards to all planned videos and advertising clips;
   d) Operate all graphic components for the video-board;
   e) Attend all rehearsals and meetings.

6.8 **Protocol Manager:**
   a) Liaise with SPD on all protocol elements, including the list of VIPs in attendance, the times they are onsite, and timing for introducing them;
   b) Provide the script for the medal ceremonies with medal presenter’s names and accurate titles;
   c) Coordinate medal ceremony rehearsals with Producer/Director;
   d) Abide by ITU flag protocols for country flags set up at venue, for medal ceremonies and for ITU flag placements and ‘flag passing’ at world championships;
   e) Attend meetings of Sport Presentation team as requested.

6.9 **Floor Manager/Entertainment Manager:** Manages the live entertainment and the medal ceremony:
   a) Assist the Presentation Director with all Live Entertainment including:
      • Opening, Closing Ceremony including the Final Banquet;
   b) Directs and ensures live entertainment is ready on FOP. Coordinates all FOP movements which may happen between swim and bike laps in the absence of live coverage from the course. LOCs are strongly encouraged to provide some form of local culture or entertainment for spectators during quiet times, such as Japanese drummers, cheer leaders, etc;
   c) Schedules rehearsals in consultation with the SPD;
   d) Manages food services and transportation for entertainers and medal presenters;
   e) Attend all rehearsals and meetings.

6.10 **Technical Operations Manager:** responsible for all technical requirements
   a) Orders all technical equipment:
   b) Sound systems;
   c) Timing and Results Systems;
   d) Radios and ensures separate channel for Sport Presentation;
   e) Manage the overall technical setup ensuring prime viewing areas for presentation team in fully equipped facility/tent;
f) Ensure backup power and manage all competition day technical support services;  
g) Attend all rehearsals and meetings.

6.11 **Roving Camera Operator:**  
a) Operates the roving camera that feed directly to the video screen in the stadium.

6.12 **Assistant Roving Camera Operator:**  
a) Assist the camera operator with movement of equipments and leads;  
b) Act as a Runner for the Roving Cameraman.

6.13 **Lighting Operator:** (this applies to indoor sport presentations in final banquets and Age Group medal ceremonies):  
a) Plot and Record Cues;  
b) Operates Lighting Desk;  
c) Assist with Rigging and Focus of lamps.

7. **Basic Sport Presentation Run Sheet:**  

(Sample for a sport presentation model that involves a video screen that is fed by localized cameras (not live television):

<table>
<thead>
<tr>
<th>Start time 12 noon:</th>
<th>Video Screen</th>
<th>Operation and key announcements</th>
<th>Who and queue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time of day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30</td>
<td></td>
<td>Arrive at Venue.</td>
<td>Producer/Director(SPD)/assistants/ Announcers (A)/sound technician/DJ/Video Screen Director (VSD)</td>
</tr>
<tr>
<td>10:30</td>
<td></td>
<td>Review run sheet/roll call/radio check/sound and technical check and screen warm up</td>
<td>Full team</td>
</tr>
<tr>
<td>10:45</td>
<td></td>
<td>Announcing commences with primary focus on race information for athletes and coaches and officials</td>
<td>Announcer</td>
</tr>
<tr>
<td>10:45</td>
<td>Ads roll</td>
<td>Silent recognition on screen (no public announcements) ‘SPD to VSD, roll out ads’</td>
<td></td>
</tr>
<tr>
<td>10:55</td>
<td>Live or pre-recorded INTERVIEW on screen</td>
<td>Welcome and INTERVIEW from Key LOC person ‘SPD to A and VSD, focus to LOC INTERVIEW’</td>
<td></td>
</tr>
<tr>
<td>11:05</td>
<td>Ads roll</td>
<td>Announcers does first live sponsor recognition ‘SPD to A and VSD, focus sponsor recognition’</td>
<td></td>
</tr>
<tr>
<td>11:05</td>
<td>Pre-recorded athlete INTERVIEW:</td>
<td></td>
<td>‘SPD to SVD, run pre-record 1’</td>
</tr>
<tr>
<td>11:30</td>
<td></td>
<td>Annunciator commences general spectator announcements and race updates as spectators start arriving in venue ‘SPD to A, commence address to spectators’</td>
<td></td>
</tr>
<tr>
<td>11.30</td>
<td>Previous race footage or ITU promo piece</td>
<td></td>
<td>‘SPD to VSD, please run race footage 1’</td>
</tr>
<tr>
<td>11:45</td>
<td></td>
<td>Opening Ceremony (if planned, may last 5 minutes)</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td>Event/Action</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>11:46</td>
<td>General Music is OFF until after the start of the race</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:46</td>
<td>Venue</td>
<td>‘SPD to DJ, run ceremonial music’</td>
<td></td>
</tr>
<tr>
<td>11:47</td>
<td>Venue</td>
<td>‘SPD to DJ, please run intro music’</td>
<td></td>
</tr>
<tr>
<td>11:49</td>
<td>Venue</td>
<td>‘SPD to DJ, music OFF’</td>
<td></td>
</tr>
<tr>
<td>11:54</td>
<td>Venue</td>
<td>‘SPD to A please come in’</td>
<td></td>
</tr>
<tr>
<td>11:55</td>
<td>Screen on venue</td>
<td>‘SPD to DJ, run intro music’</td>
<td></td>
</tr>
<tr>
<td>11:59</td>
<td>Announcers end introduction with ‘Athletes you are now in the hands of the starter’</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00</td>
<td>Race action</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:01</td>
<td>Race action</td>
<td>‘SPD to DJ, music up’</td>
<td></td>
</tr>
<tr>
<td>12:02~</td>
<td>Commentary resumes and medium low music is played</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:08~</td>
<td>Race action</td>
<td>‘SPD to DJ run “prime siren”’</td>
<td></td>
</tr>
<tr>
<td>12:10</td>
<td>Adverts roll</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:20</td>
<td>Race Action</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:22</td>
<td>Venue</td>
<td>‘SPD to DJ run fanfare’</td>
<td></td>
</tr>
<tr>
<td>12:30</td>
<td>Race Action</td>
<td>‘SPD to DJ, music off for INTERVIEW’</td>
<td></td>
</tr>
<tr>
<td>12:37</td>
<td>Venue</td>
<td>‘SPD to SVD and DJ, camera on INTERVIEW and music off’</td>
<td></td>
</tr>
<tr>
<td>12:50</td>
<td>Race action</td>
<td>‘SPD to DJ run “prime siren”’</td>
<td></td>
</tr>
<tr>
<td>12:50</td>
<td>Race Action</td>
<td>‘SPD to DJ, music off for sponsor recognition’</td>
<td></td>
</tr>
<tr>
<td>13:00</td>
<td>Race Action</td>
<td>‘SPD to SVD and DJ,’</td>
<td></td>
</tr>
<tr>
<td>13:10</td>
<td>Race Action</td>
<td>‘SPD to SVD and DJ,’</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td>Action</td>
<td>Commentary</td>
<td>Notes</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>13:20</td>
<td>Race Action</td>
<td>Lap 5 Commentary “The winner of bike prime 2 is”</td>
<td>Announcer</td>
</tr>
<tr>
<td></td>
<td>Venue</td>
<td>INTERVIEW: race expert on what to expect as we build to transition 2.</td>
<td>b) ‘SPD to DJ run “prime siren”’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘Prime Winner is athlete # and name” proceeded by SIREN</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘SPD to DJ run “prime siren”’</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Period of silence and FANFARE MUSIC build for T2</td>
<td>c)</td>
</tr>
<tr>
<td>13:30</td>
<td>Race Action</td>
<td>Transition 2 Commentary</td>
<td>d) Announcers</td>
</tr>
<tr>
<td></td>
<td>Venue</td>
<td>Back to race expert for analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ads on Screen</td>
<td>‘Thank you to Level 3 sponsors’ - INTERVIEW with local sponsor with music</td>
<td>f) Announcers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and commentary to end of first lap of the run</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Period of silence and FANFARE MUSIC build for lap 1 run completion</td>
<td>g)</td>
</tr>
<tr>
<td>13:40</td>
<td>Race Action</td>
<td>Lap 1 Run commentary</td>
<td>Announcers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Period of silence and FANFARE MUSIC build for lap 2 run completion</td>
<td>h)</td>
</tr>
<tr>
<td>13:50</td>
<td>Race Action</td>
<td>Lap 2 commentary</td>
<td>Announcers</td>
</tr>
<tr>
<td></td>
<td>Screen</td>
<td>Period of silence and FANFARE MUSIC build for lap 3 run completion</td>
<td>j)</td>
</tr>
<tr>
<td></td>
<td>Race Action</td>
<td>Lap 3 commentary</td>
<td>Announcers</td>
</tr>
<tr>
<td>14:00</td>
<td>Screen</td>
<td>Women Finish with high tempo crowd pleaser music</td>
<td>k)</td>
</tr>
</tbody>
</table>

Camera on INTERVIEW and music off
SECTION D: REQUIREMENTS FOR MEDIA, including, TIMING AND TELEVISION

Note: Part 5 below contains the LOC requirements from Host Broadcast Company for the event. Please note that all requirements in this section are a guide only and adjustments may have to be made depending on the course and other local circumstances. The final set-up will be determined after a site survey including the requirements of the LOC.

1. Introduction:

This section of the Dextro Energy Triathlon – ITU World Championships Series Technical and Media Manual details the services provided by the ITU media team and the requirements for the LOC. Please read the document carefully to ensure that all requirements are satisfied.

The ITU Media team will offer the following on site-services from the Dextro Energy Triathlon – ITU World Championship Series.

1.1 ITU Website and Online Services:
a) Live coverage of each race on the official ITU website – www.triathlon.org. The coverage will feature live video and audio (geo-blocked in markets where TV deals prohibit a signal);
b) Live timing and results display;
c) Pre and post race video highlights, features and interviews ;
d) Post race event photo gallery and news releases;
e) Full results postings.

1.2 ITU Print and press services:
a) High quality professional photography of each race. These photographs will be made available to the LOC free of charge for editorial and internal promotional use;
b) Distribution of images though international photo agencies;
c) Preview and review features and stories of each race. These features are freely available to the LOC for distribution;
d) Tailored releases to key markets highlighting key athletes and newsworthy items;
e) Detailed pre race notes and statistics;
f) International press booklets;
g) Management of press operations on site, including management of the media zone;
h) Assistance in coordination of interviews and athlete management;
i) Triathlon News Service featuring rapid distribution of athlete biographies, flash quotes and other information.

1.3 Television and news: All television and news services will be provided by ITU / Host Broadcast Company. Please see the separate section at the end of this document for the specific requirements for the host broadcaster.

1.4 Requirements of the LOC: To facilitate in the successful production of media and television services from the event the LOC are required to provide facilities and volunteers for each area mentioned above. In addition the LOC must provide a local timing and results supplier to provide services as specified within this document.
2. ITU Print Media Team Requirements:

2.1 Overview:

a) The ITU Print Media Team consists of two ITU Media Managers and one or two official photographers:
b) The Media Manager prepares event media releases and alerts that are sent to a global database of dailies and industry publications. The ITU media manager will act as a liaison between the LOC and Elite athletes and also help coordinate media operations on site i.e. – press conferences, media accreditation, media briefing, media zones/areas and hosting.
c) The Official Photographer captures photos from the event for distribution and ITU use. Each LOC will receive copies of the photos taken for internal use. The LOC must provide two motorbikes, drivers and extra helmets for the use of the official photographer and pool photographers.
d) ITU will provide Media vests that must be distributed and collected to media by the LOC media team.

2.2 Facility Requirements:

a) The LOC must provide an ITU Media Office (for print and TV) in host hotel – separate from the ITU office from 3 days prior to the event until race day. The office should have power, internet facilities and sufficient space for 10 people. This facility will be shared with the online/timing and television teams.
b) The LOC must also provide an on-site media office, for the ITU Media Team and official photographers. The facility must be situated at the race venue, and internet access/power should be available for use from two days prior to the first race until the morning following the final race. The office should be a minimum of 15 m². There should be table and chairs for 8 people and computers. The LOC will provide a dedicated high-speed internet connection (minimum 1 Mb/s upload and download) and router/switch with minimum six free ports available.
c) The line cannot be shared with any other service provider (ITU Media, general media, timing etc)
d) Wireless internet access is not sufficient

e) A video and audio output of the International live signal including English commentary should be provided from the host broadcaster. These must be provided by the host broadcaster to the on-site ITU Media office. A monitor should also be provided to enable the media team to monitor and report on the event.

f) The LOC must provide a press centre at the racecourse for the general media that is adequate for the number of media in attendance.

2.3 Press Centre – equipment requirements:

a) The LOC will provide a stable high-speed internet connection and router / switch with enough ports for the expected number of media
b) Black and white laser printing facility
c) A high-speed photocopier with sufficient paper supplies and extra stationery
d) Fax machine capable of international fax distribution
e) Notice board for maps, results and other news
f) Pigeon holes for press releases, course and athlete information and quotes
g) Extra stationery, pens and pencils.
h) All printed media information (see Appendix A section 1.2 below for detailed information)
i) Refreshments and food for entire day  
j) Storage for photographer and media personal items

2.4 **Media Operations:**  
   a) Media Accreditation and Identification:  
   b) Media must be accredited according to ITU accreditation guidelines document. This is available in the Event Organiser’s Manual.  
   c) All media accreditation application must be approved by ITU Media manager. The final media accreditation application list must be emailed to ITU seven days prior to the event. ITU Media staff (TV Crew, Online, Photographers and Management) will have special identification. The LOC will be notified of this identification by the Dextro Energy Triathlon ITU World Championship Series Managing Director.  
   d) Media vests will be provided by ITU and should be distributed in coordination with the ITU Media Managers. The LOC is responsible for distributing and collecting all vests.

2.5 **International Media:**  
   a) LOC to create a media invitation 30 days before the event for local media that will in turn be sent out to international media and trade publications by ITU if desired. ITU will also solicit attendance from media.  
   b) LOC should endeavour to provide accommodation with breakfast for international media attending the event. Media are responsible for payment, but the LOC should strongly consider having a budget to host international media. Accommodation should be in close proximity to Media Centre and race site. If not the LOC is responsible to provide adequate transportation to and from the Media Centre prior to the event and on race day.

2.6 **Pre Race Press Conference (optional):**  
   a) The Pre Race Press Conference timing will be determined 30 days out from the event in consultation with ITU.  
   b) Food should be made available for media and attendees.  
   c) LOC must forward to ITU Media Manager the requested attendees list (ITU athletes and delegates) one week before the press conference. ITU will aid in the solicitation of invitations.  
   d) LOC will ensure adequate facilities are prepared within close proximity to the host hotel (otherwise adequate transportation must be arranged).  
   e) LOC must keep an attendance record for the press conference and forward to ITU Media Manager after the conference.

2.7 **LOC area of responsibility:** supplying the following items for the press conference:  
   a) Facilities (Seating, Tables, etc);  
   b) Backdrop (must be approved by SDBD);  
   c) Adequate Audio Visual equipment;  
   d) Names and pronunciation of LOC Dignitaries;  
   e) Agenda/Runsheet;  
   f) Place Cards (ITU approved design);  
   g) Food and Beverage for Attendees;  
   h) Water and Beverage for head table;  
   i) Translator (if applicable);  
   j) MC;  
   k) Local gift for attending athletes;  
   l) Branding will be produced in consultation with SDBD.
2.8 **Media Briefing:**
   a) LOC and ITU Media Managers will give a Media Briefing to media before the competition;
   b) SDBD will supply a general powerpoint presentation to the LOC two weeks prior to the event for inclusion of course maps, media zones, scheduling and any other pertinent LOC information.

2.9 **Media Zones/Areas:**
   a) The LOC will provide designated Media Zones on course for press, photographers and broadcasters, separate from spectators with adequate identification and efficient movement from zone to zone (i.e. not through crowd or long distances);
   b) The LOC will provide a Media Zone at the finish line in accordance with the draft layout plan provided in the sample finish line layout (See Section E- Host Broadcast Company Requirements). This zone should include a tiered platform for photographers at the finish line a designated area for host broadcaster interviews and a mixed zone for media separate from athletes;
   c) LOC to provide a detailed site map with clearly identified media zones and areas to ITU Media Manager and TD one month prior to the event. Map must include sketch of finish line area and mixed/interview areas;
   d) LOC Media Manager to be available for course walkthrough with ITU Media Manager and TD Friday morning for any last minute alterations.

2.10 **Post Race Press Conference:**
   a) LOC to consult with ITU Media Manager about need for post race press conference. If deemed necessary please refer to Pre Race Press Conference requirements above.

2.11 **Personnel Requirements:**
   a) **Volunteers**

<table>
<thead>
<tr>
<th>Number of Volunteers</th>
<th>Duties</th>
<th>Time Required</th>
<th>Notes</th>
<th>Accreditation</th>
<th>Radio</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Assist media manager</td>
<td>All race day</td>
<td>Fluent in English</td>
<td>Media Zones / FOP</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>Triathlon News Service – capturing flash quotes of finishing athletes</td>
<td>All race day</td>
<td>Fluent in English; Journalism experience</td>
<td>Media Zones / FOP</td>
<td>0</td>
</tr>
</tbody>
</table>

b) LOC Personnel: The LOC should:
   • have a main media contact to liaise with local media;
   • provide a minimum of one media chaperone for every ten media in order to properly control and direct media traffic;
   • have an experienced Photo Chief to manage the special needs of photographers and direct them throughout the course;
   • make sure there is a Media Centre Supervisor in order to ensure proper operation of the centre;
   • produce a local press kit containing the items listed in 2.12.

2.12 **Table of Contents for a Press Kit:**
   a) Schedule;
   b) Organisation information (list of key organisational contacts);
   c) Sponsor information about all global and local sponsors (sent by SDBD);
d) ITU information (sent by ITU 30 days prior);
e) General city/region information (more if expecting international media);
f) Special events (functions or other races the media are invited to);
g) General media information (media centre, briefing, media events, accreditation/identification, access);
h) Accommodation (if expecting international media);
i) Transportation/parking;
j) Course information;
k) Course Maps (with media areas highlighted);
l) Ranking information;
m) Athlete profiles (top contenders only 6-10; visit ITU Online Media Centre for most top athletes);
n) Historic statistics/results (ITU statistics are available in the Online Media Centre)


2.13 **Equipment and Logistics Requirements:**

a) The LOC must provide two motorbikes with drivers and helmets for the official ITU photographer and pool photographers. Any additional motorbikes for local media access are the responsibility of the LOC and all vehicles on course must be approved by the ITU Technical Delegate.

2.14 **International PR and promotion**

a) The LOC should provide a minimum of 15,000 USD in triathlon trade specific advertising budget. This budget should only be distributed in conjunction with ITU Media. This budget will be combined with other LOC’s advertising budget to pool resources to maximize exposure for the event and leverage bulk discounts.

2.15 **Reporting:**

a) The LOC must provide a list of all accredited media to the ITU at time of arrival;
b) The LOC must provide a detailed reporting document to the ITU Media Manager within 4-6 weeks after the event. This document will include:
   • Detailed Pre and Post Monitoring information (clippings, local TV stats, etc.);
   • Final Media Contact list;
c) The ITU Media department will provide a detailed reporting document outlining international and trade coverage of the event along with pertinent statistics, facts and figures within 4-6 weeks after the event.

3. **ITU Online Services & New Media Requirements:**

3.1 **Overview:**

a) Live coverage of the Elite races from the Dextro Energy Triathlon – ITU World Championship Series events includes video, English commentary, text and timing updates from around the course. This is broadcast on the official ITU Website – http://www.triathlon.org.
b) The live coverage will be geo-blocked in regions where broadcasting contracts prohibit live coverage.
c) The video signal will be sent via satellite and streamed from a remote data centre.
d) The Age Group event will also be covered live for the Grand Final event only. ITU will send an Online Services Producer to the Grand Final to manage the live internet coverage of the Age Group event.

e) The following are the requirements to be fulfilled by the LOC to assist in the facilitation of the live coverage:

3.2 **Facility Requirements:**

a) Live coverage from the Dextro Energy Triathlon ITU World Championship Series elite events will be streamed remotely using the satellite coverage of the host broadcaster. There are no special facility requirements.

b) Live coverage for the Age Group Grand Final is to be facilitated in the on-site ITU Media office (see Print Media requirements on page 3). The positioning of this facility for the grand final will be to allow for cabling from the finish line and must be less than 15 metres from the finish gantry.

c) A camera position in front of the Age Group finish gantry is required for the Age Group Grand Final races. A video line will be required to be allowed to run from the camera position to the on-site ITU Media office. The camera will be provided by ITU.

3.3 **Personnel Requirements:**

a) Volunteers: No volunteers are required for regular Dextro Energy Triathlon – ITU World Championship Series events.

b) 2 volunteers required for the Dextro Energy Triathlon – ITU World Championship Series Grand Final. These volunteers will be required to assist in monitoring the Age Group finish line camera and general assistance.

3.4 **LOC Personnel:**

a) Personnel for the power and Internet Service providers must be available two days before the first race and must be available on race day as failure support during the races.

3.5 **Equipment and Logistics Requirements:**

a) A **dedicated** high speed uploads internet connection. **1 Mbps upload** minimum. The line cannot be shared with any other service provider.

4. **Timing and Results Service Requirements:**

4.1 **Overview:**

a) Timing and results services are the cornerstone of a successful broadcast from a Dextro Energy Triathlon -ITU World Championship Series event. These services are the basis for a professional and accurate production of a live TV signal. As a result the following technical requirements for any timing company that wishes to provide basic timing and results services. **Please note that it is the responsibility of the LOC timing company to fulfil these requirements in full.**

b) **IMPORTANT:** The LOC should ensure that the proposed timing company for the event can meet these requirements. An LOC timing and results provider CANNOT be confirmed until they are approved by the SMT.

4.2 **General requirements:**

a) The event must select a partner – the Service Provider – to secure the required quality of basic timing and results service.

b) The Service Provider should work on a “near invisible” basis during the event, with absolute minimum presence on the event course.
c) The Service Provider must be able to produce data displaying the results of the event, including each individual leg (swim – bike – run), and with multiple splits during each leg, where course layout accommodates this.

d) The Service Provider must provide a direct connection to the graphics company to provide the basic timing service data.

e) Where possible timing systems must be hidden from media, TV and still photographers.

4.3 Timing System:

a) Requirements of the transponder system:

b) Reliable, so all times are captured without losses;

c) Able to capture splits for each individual leg, including multiple splits on swim (on water exit), bike and run;

d) Attached to the athlete in an ankle band or race number;

e) Attached to the athlete in a manner that does not influence the performance of the athlete

Work under the regulations of CE and FCC;

f) Weight must be not more than 20 grams;

g) Deliver data live in real time to the timing and results software used by the Service Provider;

h) Able to vary in width from two to eight meters without obstacles on course;

i) For the elite races a second chip per athlete MUST also be placed on the bike to ensure 100% data capture

Timing of ITU World Cup and World Championships events must be done with an ITU approved transponder system. Non ITU approved systems are not allowed.

j) Important Note: The only approved ITU timing systems are:

• AMB-it;
• ChampionChip;
• MTS (J-chip);
• Winning Time.

4.4 Use of Timing System:

a) Timing systems should be installed so as to isolate each discipline (swim, transition one (T1), bike, transition two (T2) and run) and capture multiple split times during each discipline also (if athletes exit swim after each lap and if athletes lap through transition area during the bike and the run) and provide backup lap counting on the bike and run segments. The following timing data is required:

• Swim intermediate times (this system should be capable of being submerged in water);
• Transition 1 times;
• Bike lap times;
• Intermediate Bike lap times (systems should be place approximately mid way on bike lap to give updated data for TV graphics mid way on each lap);
• Transition 2 times;
• Run lap times;
• Intermediate run lap times (systems should be place approximately mid way on run lap to give updated data for TV graphics mid way on each lap);
• Finish time.

b) The Service Provider must have direct connections to the timing locations via RS232, RS485 or Ethernet where such connections can be drawn.

c) On locations where this is not possible the Service Provider must aim at using internet based connection via DSL or GPRS (or similar mobile connection) in that order of priority.

d) ITU emphasizes use of direct connections where the distance is less than 200 metres from the event venue timing and results base location.
e) The Service Provider must have live real time connections to timing locations to pull or retrieve data instantaneously.

f) All data must be delivered from the timing locations to the timing and results database in not less than 3 seconds after passing on timing system.

g) **Important Note:** Manually transporting times via a USB stick or similar device is not allowed.

4.5 **Software:**
a) The Service Provider must use a fully multi-user enabled database for data storage;
b) The Service Provider software must be able to receive data live in real time from the timing locations.

4.6 **Live services during event:**
a) During the event results must be published in real time to the internet.
b) Live times must be provided for each lap of the swim, bike and run.
c) The application used by the Service Provider must have the functionalities to display results after each lap with the following information:
   - Rank on selected split;
   - Race Number (athlete number);
   - Name;
   - National Federation;
   - Time on selected split;
   - Time difference to leading athlete on selected lap.

4.7 Furthermore the application must have interactivity to display all information recorded for each lap in the event for each athlete. This information should include ranking.

4.8 An example of the interactivity required can be found at the following link: http://www.multisportaustralia.com.au/RaceTecResults/LiveLB.aspx?CId=1&RId=396&EId=1

4.9 **Important Note:** Results must be published to the internet not more than 2 minutes after being recorded locally on event venue. Accuracy of the results is vital and results should be checked for accuracy before being released.

4.10 **Format and Display of Live Results:**
a) All results produced must be available in HTML, and accessible by standard internet browsers
b) Two outputs are required from the timing company for live coverage, a full timing layout and a modified layout for insertion in the ITU Tricast™ Live! player via the html <iframe> tag.

4.11 **Full live timing layout:**
a) The full live timing layout should rank the athletes in order of total accumulated time so the lead athlete for that timing point is **always displayed first.** Results should be displayed in the format hh:mm:ss
b) The output must display results after each lap with the following information in this order:
   - Rank on selected split;
   - Race Number (athlete number);
   - Name;
   - National Federation;
   - Time on selected split;
   - Time difference to leading athlete on selected lap;

c) All results must be stored to enable users to navigate to all split times throughout the race.
d) The timing page should refresh every minute and should update to the latest timing point.
e) An example of the live timing output can be found at the following link:

4.12 **Modified output via iframe:**
   a) The Service provider must also be able to provide an output for insertion in the Tricast™ Live!
      player. This output is a standard HTML page inserted via iframe into the ITU Tricast™ Live!
      Player
   b) The output should list the athletes in order of total time accumulated to the latest timing
      point. The system must automatically update to display the latest timing point
   c) The output must display results after each lap with the following information in this order:
      Rank on selected split Name and National Federation (First Initial. Last Name. 3 Letter IOC
      Code) Total accumulated time for leader and time difference for all other athletes
   d) An example of this output can be found at the following link:

4.13 **Event Venue Services:**
   a) The timing provider should be able to provide an Intranet CIS capable of connecting to
      various fed points such as media centre consoles, commentator information systems and VIP
      hosting areas.
   b) Physical printouts of all relevant data is also required for elite and Age Group races.
   c) The timing provider should be able to deliver updates via SMS and mobile technology.
   d) The timing provider should provide a gantry finish clock capable of displaying time and
      competitor data such as name, nationality, category etc, an electronic lap counter and
      scoreboard capable of graphic display.
   e) A printed results distribution procedure similar to the sample below should be able to be
      delivered.
**f) Sample results distribution list.**

### 4.14 Official Results Service:

a) Official results should be made available in a timely manner in formats as specified by ITU including detailed race analysis. Exports in various formats should be possible to relevant third parties (media, event officials, IT partners etc.). Any photo finish images should be available instantly for event officials, media and TV partners.

b) The official results output must include the following information:

- Event Information such as: Event Name, Event Data, Start Time, Event Officials, Event Distance, Course Data and Weather Information;
- Rank of athlete;
- Race number of athlete;
- Name of athlete;
- National federation of athlete;
- Swim time + Rank on swim leg;
- 1st Transition time + Rank on 1st transition leg;
- Bike time + Rank on bike leg;
- 2nd Transition time + Rank on 2nd transition leg;
• Run time + Rank on run leg;
• Total time;
• Time offset to winner;
• The cut-off time + the number of athletes within cut-off time;
• Points achieved by the athlete.

c) The results must be displayed in the order of ranking 1, 2, 3, etc., then DNF’s, DNS’s and DSQ’s. DNF’s must be sorted by the number of legs completed, then by time accumulated after latest completed leg.

d) The timing company must provide the results in the ITU database table for archiving on www.triathlon.org, via a pre specified Excel spreadsheet.

e) The timing company will be given this file from ITU Online Services & New Media before the event and the ITU technical delegate will ensure that the start lists are correct. The race referee will sign off the results after each race to confirm them as official results.

f) The files once completed and verified should be emailed to the following email address: entries@triathlon.org

g) **Results should be emailed no later than five minutes after the official results are confirmed.** This applies to both the men’s and women’s races.

4.15 **Age Group Results:**

a) The timing company must create two sets of results for all Age Group competitions:

b) One set with results as of December 31st in the year of the competition for race day results and awards.

c) One set with results as of December 31st in the year following competition to qualify athletes for the next year’s Grand Final. Example: For events in 2011, results should be produced indicating ages for December 31st 2012.

d) These results must be emailed to entries@triathlon.org after the race.

4.16 **Manual Back-up:**

a) All timing systems should work on a failsafe basis, with zero tolerance for data error or system failure due to live television requirements. The timing company has to prepare a manual backup to cover the contingency of missed data because of chips lost during competition. Furthermore in the event of catastrophic and unavoidable failure of the timing systems, the timing company should have a manual back-up system to provide accurate finish time and position data.

4.17 **Photo Finish System:**

a) The Service Provider **must supply Photo Finish Services** to decide positions on close finishes in the event. The Service Provider must work with equipment from one of the below listed manufactures:

• TimeTronics
• FinishLynx
• Alge
• Omega
• Seiko

b) Two photo finish cameras must be provided –positioned on either side of the finish Gantry and an official finish line must be marked for the decision of the final result. For close finishes the Service Provider must be able to export the picture immediately to the host broadcast company and ITU Media team.

4.18 **Internet Traffic:**
a) The Service Provider must be able to handle internet traffic as determined by ITU Online Services. Currently the fixed level from ITU is 100,000 page requests per hour.

4.19 Basic Broadcast Services:

a) The timing and results services provider is required to feed data containing:
   - Competition schedule;
   - Start lists;
   - Intermediate standings during and after the different splits/laps taken on the different legs (swim/transition/bike/transition/finish); Fastest times on selected lap/splits legs;
   - Final results;

b) The timing and results services provider is required to feed this and work together with the TV graphics company used by the TV production company at the event. This data must be available to the TV graphics company in either a push or a pull protocol. The timing and results services provider must be able to send data over the following methods of communication: TCP/IP, RS232 and RS485.

c) The timing and results services provider is required to continuously review data before released to the TV graphics company throughout the competition, as is requested to have a dedicated person for this purpose. From athlete passing to release of standings information this must be in real time, unless otherwise distribution plan has been agreed between the timing and results services provider and the TV production company.

d) Details on additional features should be laid out in the proposal, such as information on:
   - Athlete information request;
   - Competition environment request;
   - Results analysis;
   - The timing and results services company should arrange the transfer of timing data to the graphics provider, with consultation to the LOC and TV production contacts listed below in Section E.

   Where possible within the range of networking with cable, a direct cable connection must be used for communication between the timing and results services provider and the TV graphics company. Where this is not possible optimum solution with either internet or wireless should be carefully considered by the two parties.

Notes:
(1) It is the responsibility of the local timing company / service provider to ensure that there is a working interface to the graphics provider.

(2) The LOC timing company must provide one contact person from their local timing company to coordinate the protocols in use and the technical requirements of HBC.

5. UPSOLUT (named UP in the following) /HBC Requirements:

IMPORTANT: Please note that this section related directly to UP and the Host Broadcast Company. All questions should be directed to the TV Production or Rights Directors.

5.1 Preamble:

a) The Dextro Energy Triathlon - ITU World Championship Series is the premium product of Olympic triathlon. In order to establish the series on a worldwide basis it is necessary to have a consistent high quality TV product. ITU and UP defined the TV product as a combination of live races, magazine shows and news distribution. All this will be offered to international broadcasters. The production of the pictures of the elite races is therefore of special importance.
b) It is within responsibility of the LOC to provide a host broadcaster to the event (HBC). For the avoidance of doubt the HBC shall be obliged to produce a TV signal of both races (elite men and elite women) for national and international broadcast partners.

c) The LOC will in return get all national TV rights of all live races of the series. These rights include:
   • the pictures of the home event produced by their appointed HBC; and
   • The pictures of all other live races of the series including the Grand Final for the respective home territory of the LOC.
   • The Magazine Shows of all Events (52 minutes each) to be produced within 2 days after the live event.

d) In addition it is the responsibility of the LOC to provide at least one free to air broadcast partner for the home event. This national TV partner shall air both home races live or re-live in full length as a minimum broadcast obligation. For the good of the series and the development of the product the LOC shall do their best efforts to oblige their national TV partner(s) to broadcast as many (live) pictures of the series as possible. The HBC or the chosen delivery partner is subject of final approval by the TV Production Director.

5.2 Introduction:

a) This document serves as a general guideline for the host broadcasters (HBC) of the Dextro Energy Triathlon - ITU World Championships 2010. It is well acknowledged that this document can only give general statements related to the coverage of the World Championship Series. Detailed discussion with the proposed HBC is required before a final decision is made and adjustments to these requirements may have to be made depending on the course and other local circumstances. The final set-up will be determined after a site survey with LOC, HBC and UP.

b) The host broadcaster shall be obliged to produce a world class live feed of both the Men's and the Women's races. It will be responsible to deliver all equipment and manpower necessary for such coverage from the venue as well as facilities and parts of the manpower needed to the edit of a highlight show.

c) However, UP will consult the HBC for the final set-up and the cut flow, the use of graphics and statistics and reserves the right to bring its own director and part of the camera crew for each production. Any final camera plan and other local settings must be approved by ITU and UP.

d) The normal obligations of an HBC like on-site coordination for licensees present in the venue should be fulfilled by the HBC too.

5.3 Production:

a) The HBC shall produce a live television signal of the Event (of both the Men's and the Women's Race) suitable for international broadcast purposes and of world class technical quality (“the Feed”). The HBC shall cover the race led by the incidents to happen and react to the drama and surprises. The HBC shall provide all equipment and manpower necessary in this respect.

b) The HBC shall make available the Feed to ITU, UP and UP’s licensees at the respective point of delivery, which shall be at the venue of the Event as determined by UP at UP’s reasonable discretion.

c) The Feed shall be produced in the following format:

   SD 625 PAL (or NTSC if standard in the Host Country) 16:9 aspect ratio
   or
   High Definition 1080/50Hz

d) The HBC shall be ready to start the Feed at least two (2) hours prior to the Event.
e) Two DVD recording (more upon request) and Two DigiBeta recordings (one clean/clean and one PGM int.) shall be supplied to ITU/UP complementary. If there is a production in HD a HD Cam recording (PGM int.) is required additionally.

f) Upon prior consultation of the HBC, UP will determine the final set-up and the cut flow, the use of graphics, statistics and timekeeper. UP reserves the right to bring its own director and part of the camera crew for each production and shall be entitled to use the technical means provided by HBC. Any final camera plan and other local settings must be approved by ITU and UP.

g) The Feed must be completely neutral and independent and free of any domestic elements.

h) The Feed shall be accompanied by full international sound in stereo quality, Dolby 5.1 in case of any production in High Definition, and shall cover complete Event action and include all related activities as well as press conferences with regard to the Event.

i) UP will provide two English commentators whose audio must technically be implemented into the Feed by the HBC. Furthermore, UP will hire a provider for GPS data provider as well as a provider for TV graphics whose services must technically be implemented on the OB unit and used for the Feed.

j) The HBC shall implement the official opening and closing sequence provided by UP and shall implement – if produced by UP –clips, profiles, vignettes, and features about athletes, the venue and the track (virtual / animated), the city and other relevant content promoting the ITU, the competition and the location at the reasonable discretion of UP.

k) The HBC agrees and acknowledges not to object to modifications of the TV-signal which UP may intend to distribute through virtual imaging technology. The HBC shall implement on UP’s behalf and at UP’s reasonable discretion sponsored graphics (e.g. branded clock or data). UP will supply the equipment to collect the GPS data and graphics computer or caption generator to implement it into the Television Signal (e.g. Viz RT or similar). HBC shall offer all necessary assistance and cooperation to connect the equipment to HBC’s OB unit and deliver all necessary supplies for the graphic workplace.

l) The LOC support for TV includes the provision of certain space and facilities within the venue and course for the HBC and any UP International Broadcasters with unilateral on-site presence, as well as other positions to observe proceedings to ensure consistency across the event.

Areas/ Facilities required: (Example)
5.4 **Pictures to be covered:**

a) The International Running Order for the live coverage of the elite event will be provided by UP.

b) Triathlon is determined by the challenges of three different sports each having its own specific requirements for TV coverage and possibly taking place in different environments. The following shall give a short outline what we consider crucial scenes in each of the disciplines. For each of these scenes the host broadcaster shall make efforts and ensure the best possible coverage, use the best suitable equipment and the best positions for camera equipment.

c) Swimming. At the start:
- Close-ups of the starting line-up;
- Splash of the start (Super Slow Motion);
- If possible under-water perspective;
- Helicopter to show how athletes move from wide starting grid to line.

d) During swimming:
- Wide-shot to show order and distances (not too low angle, birds-view if possible);
- Follow athletes from boat with splash of the legs (SSM if possible);
- At turning point one boat in inner line, one in outer line, “diver” with waterproof camera in water at buoy on level of swimmers;
- If possible under-water perspective;
- Close-ups at each turn (e.g. at buoy);
- Close-ups whenever athletes leave the water (SSM), fights to get out quick;
- Helicopter wide shot to indicate distances, (virtually enhanced by names).

e) Transition:
- Here incidents which cost time will happen. Therefore, we must be ready to catch as much as possible of such scenes: slipping, tumbling, problems put on helmet, to enter into shoes etc.;
• SSM: close-ups faces, water dropping off body, faces;
• Follow top athletes and local "heroes" from exit from the water to transition (e.g. jib, long focal lens);
• Helicopter to deliver birds eye perspective of athletes splitting up to their bays;
• Many handelds to show faces, shoes fixed at bikes;
• Possibly split screen with direct comparison of top contenders, timing.  Cycling

f) Cycling. At the start of bike:
• Follow athletes during transition to climb onto bike;
• Close-ups of leg swings into pedals, laces ripping off, thigh and calf (SSM);

g) During bike:
• One motorbike to pick up first athlete, close onto face or thigh when accelerating, let leader group pass motorbike;
• Second motorbike to accompany chase group;
• Accompanying motorbike to let pass and overtake again, if possible many changes between overtaking and being overtaken by bikers;
• Motorbike may move ahead and then wait for group to come and pass at speed areas or in curves;
• Motorbikes to get attacks and communication between athletes;
• Motorbikes from time to time spinning pedals or wheel only, then moving up to athlete/group;
• Helicopter: distances between chase groups, virtual data;
• Handhelds to divide a bit in front and behind transition zone to follow athletes over a longer distance. Only in last lap of each discipline they must be in transition zone.
• Lap passing:
  • If pole cam, follow bikes passing transition zone;
  • Depending on equipment and track jib may be used moving up before/while being passed;
  • Handhelds for low shots when passing transition zone/finish line;
  • Spectator shots in transition zone with jib, SSM.

h) Transition 2:
• Here incidents where athletes lose time will happen. Therefore, we must be ready to catch as much as possible of such scenes: slipping, tumbling, problems to enter into shoes etc.;
• SSM to get shots of feet slipping out of cycling shoes and foot stepping onto the ground first time;
• SSM to get shots of faces with sweat etc.;
• Jimmy Jib and Polecam to follow athletes;
• SSM on Tripod across bays to show faces, running shoes, feet slipping in, wheels still spinning;
• Handhelds at bays to show faces, running shoes, feet slipping in;
• Helicopter to deliver birds eye perspective of athletes splitting up to their bays;
• Possibly split screen with direct comparison of top contenders, timing;
• SSM to get shots of athletes getting up, turning to contenders etc.

i) Running:
• At the start: Polecam to follow single athletes;
• During race: Motorbikes wait for athletes to approach, one takes first, second to catch first challenger;
• Similar jobs for handhelds, motorbikes and helicopter as in cycling.

5.5  Audio:

a) UP expect (directional) microphones at each crucial point of the coverage:
• Exit from swimming;
- Transition zone to cover fast passing bikes, steps, atmosphere of spectators;
- Finish line;
- At location of specialty cameras.

5.6 **Equipment to be used:** For the described coverage we expect the following list of equipment as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Minimum Number (possibly higher depending on venue):</th>
</tr>
</thead>
<tbody>
<tr>
<td>OB Truck:</td>
<td>1 unit, with hard disk slow motion systems</td>
</tr>
<tr>
<td>VTR:</td>
<td>2 Digital Beta + Tapestock</td>
</tr>
<tr>
<td>DVD recorder:</td>
<td>2 + DVD Stock</td>
</tr>
<tr>
<td>Helicopter and cameras:</td>
<td>1 + respective relay stations/helicopter/plane</td>
</tr>
<tr>
<td>Cameras on boat: (Boats to be provided by LOC)</td>
<td>2, separate boats (One for the wireless handheld and one for the Polecam)</td>
</tr>
<tr>
<td>Camera under water:</td>
<td>optional 1 (depends on visibility under water)</td>
</tr>
<tr>
<td>Cameras on motorbike:</td>
<td>2</td>
</tr>
<tr>
<td>Handheld cameras:</td>
<td>4</td>
</tr>
<tr>
<td>Cameras on tripod:</td>
<td>3</td>
</tr>
<tr>
<td>Super slow motion cameras:</td>
<td>2 Physical just one CCU and camera with two pre cabled positions or wireless are welcome</td>
</tr>
<tr>
<td>EVS</td>
<td>minimum 3 x EVS</td>
</tr>
<tr>
<td>EVS</td>
<td>to be used including access for ITU/Upsolut Editing in terms of News Cut (3min) and Tricast (4min) during and after the race. ITU/Upsolut will require Extra Footage and Graphics to be played out for the Post Production after the Live Coverage.</td>
</tr>
<tr>
<td>Cables</td>
<td>All cable works an cable crossings have to be provided by HBC</td>
</tr>
<tr>
<td>Jimmy Jib</td>
<td>1 or 2 depending on venue and track</td>
</tr>
<tr>
<td>Power:</td>
<td>UPS, e.g. Twin Pack generator</td>
</tr>
<tr>
<td>Extras:</td>
<td>all necessary for implementation and organisation of frequencies, antennas for the wireless cameras and microphones, cherry pickers, cranes,</td>
</tr>
<tr>
<td>Commentary unit:</td>
<td>1 fully equipped unit for 2 commentators (power, desk, chairs, monitors, headsets, microphones, codec with intercom, connectivity etc.)</td>
</tr>
<tr>
<td>Graphic equipment:</td>
<td>UP will provide supplier of TV Graphics. HBC shall be responsible for implementation of virtual enhancements and data service provided</td>
</tr>
<tr>
<td>Microphones:</td>
<td>multiple</td>
</tr>
<tr>
<td>--------------</td>
<td>----------</td>
</tr>
<tr>
<td>ENG Crew</td>
<td>for 4 days including Panasonic P2 Standard Camera and Cardstock (to be returned)</td>
</tr>
<tr>
<td>Creative Crew</td>
<td>Director, Cutter, Camera Staff and all relevant creative Staff</td>
</tr>
<tr>
<td>Personnel:</td>
<td>all necessary, including all technical assistance, etc.</td>
</tr>
<tr>
<td>Licenses:</td>
<td>all necessary frequencies and permissions for communication, microwave, relay station, helicopter</td>
</tr>
<tr>
<td>Editing Facilities</td>
<td>Monitor 19” + 2 x Fostex Loudspeaker for Post Production</td>
</tr>
<tr>
<td>Lines and Internet:</td>
<td>to be supplied by LOC</td>
</tr>
</tbody>
</table>

5.7 **TV Graphics and Data:**

a) ITU/UP will determine one TV Graphics and data supplier for the entire Dextro Energy triathlon - ITU Triathlon World Championship Series 2010. The supplier (ST Sport Service) will deliver a large amount of data useful for the coverage and the analysis of the competition. It will serve both live and highlight programmes.

b) The HBC is entitled and requested to make extensive use of the data provided and should make arrangements for all graphical implementation into the world feed. Some data and graphics may be connected to a sponsor.

5.8 **Contact**

**TV Production Director:**
Oliver Schiek, Senior Director Logistics & TV Production:
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