

***Invitation to the 9<sup>th</sup> IOF High Level Event Seminar  
Warsaw, Poland, 4-5 February 2017***

***General theme: Experience sharing***

The International Orienteering Federation, in cooperation with the Polish Orienteering Federation (PZOS), is pleased to invite you to the 2017 IOF High Level Event Seminar to be held at Hotel Lord in Warsaw, Poland, 4-5 February, 2017.

This seminar, organised yearly since the start in 2009 in Oslo, Norway, and held last year in Rīga, Latvia, has become an important event, attracting 50-80 attendees from about 15-20 nations each year. The seminar targets appointed organisers, potential future organisers and key persons of IOF High Level Events, including already appointed IOF Senior Event Advisers and Assistant Senior Event Advisers. National orienteering federations are kindly asked to identify and enter suitable candidates.

The general theme for the 2017 seminar will be experience sharing. Thanks to participant feedback, we are preparing more sessions focusing on practical issues rather than stressing theoretical presentations. We are also re-introducing the groupwork practice from previous years. A special focus this year will be on future JWOC organisers.

Part of the agenda will be split into three blocks: an IT block, a JWOC experience sharing block and a session focused on WOC event concept development. The following topics will be presented:

- Professionalising WOC and the World Cup – introducing a new event quality system
- Experiences and lessons learnt from WOC 2016 in Sweden
- National teams' expectations towards High Level Event Organisers
- JWOC 2016 – experience sharing session
- Split session: IT / JWOC / WOC
- What's new in the rules
- How to work with IOF Rules and Guidelines / Manuals
- Template bulletins and best practices for Team Officials' Meetings
- The World Games 2017 – orienteering as part of a multisport event
- WOC media package – yet another complex and underestimated area
- Practical groupwork. Presentations and discussion.

**Organiser:** The International Orienteering Federation in cooperation with the Polish Orienteering Federation (PZOS)

**Date:** 4-5 February 2017

**Seminar site:** **Hotel Lord**, Warsaw, Poland  
Street address: Al. Krakowska 218, 02-219 Warszawa  
<http://hotellord.pl/>



**Accommodation**      **Accommodation Friday 3/2 – Sunday 5/2**

Single room, including meals: 150 EUR per person  
Double room, including meals: 120 EUR per person

**Price includes:**

- accommodation for two nights
- meals: Saturday breakfast, lunch, dinner; Sunday breakfast, lunch

**Accommodation Saturday 4/2 – Sunday 5/2**

Single room, including meals: 115 EUR per person  
Double room, including meals: 100 EUR per person

**Price includes:**

- accommodation for one night
- meals: Saturday lunch, dinner; Sunday breakfast, lunch

**Seminar fee: 80 EUR**

Coffee/tea with sandwich/cake at seminar breaks are included in the seminar fee. Please note that neither of the above mentioned prices include dinner on Friday.

*The fee will be invoiced to the respective participant or their Federation.*

**Travel:** Distance to conference hotel from:  
Warsaw Chopin International Airport (WAW) – 4 km  
Warsaw Modlin Airport (WMI – Ryanair flights) – 46 km  
Warsaw downtown (bus & train station) – 6 km

From Warsaw airport, the conference hotel is easiest reached by taxi from the arrival area. The cost should be around 20 PLN (5 EUR).

**Programme:** The seminar will consist of lectures, discussions and informal gatherings. A detailed programme will be sent to all participants and will also be made available at [www.orienteering.org](http://www.orienteering.org).

Friday 3 Feb	evening	arrival informal meetings
Saturday 4 Feb	morning 09.00-19.30 evening	arrival and registration lectures experience sharing, meetings
Sunday 7 Feb	08.30- 14.45	lectures, groupwork closing

**Material:** The following IOF publications will be used at the HLES:

- Competition Rules for IOF Foot Orienteering Events (2017)
- WOC Organisers' Guidelines (2011 & 2017)
- JWOC Guidelines (2016)
- SEA Guidelines (2015)
- IT Quality Guide (2016)

These are / will be available on the IOF web site [www.orienteering.org](http://www.orienteering.org)

**Seminar leader:** Áron Less, Chairman, IOF FootO Commission

**Lecturers:** Former competition organisers, IOF Office and Commission representatives, WOC SEA, etc. (composition not yet finalised)

**Language:** English

**How to enter:** Please use the online entry form at  
<https://www.surveymonkey.com/r/Y357BNQ>

Note that you will be able to edit your entry details online up until 15 January as long as you are using the same computer and haven't cleared the cache memory.

**Deadline for entries:** **15 January 2017**

**Enquiries:** For enquiries please contact:  
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