

Invitation to the 10th IOF High Level Event Seminar Rīga, Latvia, 3-4 February 2018

General theme: Increasing the quality of IOF events

The International Orienteering Federation, in cooperation with the Latvian Orienteering Federation (LOF), is pleased to invite you to the 2018 IOF High Level Event Seminar to be held at Rixwell Elefant Hotel in Rīga, Latvia between 3-4 February, 2018.

We have come to a small jubilee, as this is the 10th time the seminar is held. It all started in Oslo in 2009 and the Seminar is organised annually since then. The seminar has become an important event attracting 40-75 attendees from about 15-20 countries 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 main focus this year will be on increasing the quality of IOF events, and we plan to provide the participants with several aspects of how we can achieve this common goal. Part of the agenda will be split into three blocks: a dedicated block for WMOC organisation, and a now traditional WOC block and IT block. The preliminary programme is as follows:

Preliminary programme - High Level Event Seminar 2018

Saturday 3/2		COMMON SESSIONS		Split sessions / block work		Notes
Morning	9:00	9:15	Welcome and Intro	Aron Less	15	
	9:15	10:00	Strategic planning of the IOF Calendar 2018-2025	Maria Krafft Helgesson Aron Less	45	
	10:00	11:00	The birth of a new format - initiating and testing of the #3rdprint format	Daniel Leibundgut Aron Less	60	Also showcase & test in the terrain if possible
	11:00	11:30	Coffee		30	
	11:30	12:30	IOF Event Overview Tool - A structure for event organisation	Helge Lang Pedersen Daniel Leibundgut	60	
	12:30	13:30	Lunch		60	
Afternoon	13:30	15:00	WOC 2017 - General experience sharing (organisation, infrastructure, etc.)	Markus Puusepp	90	
	15:00	17:00		WOC experience sharing - technical information	Daniel Leibundgut	120
	15:00	17:00		WMOC - From early ideas to the final competition	David May	120
	15:00	17:00		Event IT (exact topics tbc)	Håkan Blomgren	120
	17:00	17:30	Coffee		30	
	17:00	19:30		WOC & IT - Groupwork together	FOC	150
	17:30	19:30		WMOC - session continues	David May	120
	19:30	20:30	Dinner		60	
	20:30		Meeting time and social			
Sunday 4/2		COMMON SESSIONS		Split sessions / block work		
Morning	8:30	9:00	How to cope with different cultures for an Event Adviser	Ursi Strand Karlson	30	
	9:00	10:00	National Team views on IOF High Level Event organisation	Patrik Thoma	60	
	10:00	10:30	Coffee		30	
	10:30	11:30	What every Event Director should know about IT	Håkan Blomgren	60	
	11:30	12:00	TV & Arena Productions at IOF High Level Events - formations, requirements, statistics	Tom Hollowell	30	
	12:00	12:30	Present and future of LIVE Orienteering	David Wästlund	30	
	12:30	13:30	Lunch		60	
Afternoon	13:30	14:00	Rules changes for 2018 and rules interpretation with examples	Ursi Strand Karlson Helge Lang Pedersen	30	
	14:00	14:15	WOC 2018 project progress report		15	
	14:15	14:25	WOC 2019 project progress report		10	
	14:25	14:35	WOC 2020 project progress report		10	
	14:35	14:45	Wrap-up	Aron Less	10	

- Organiser:** The International Orienteering Federation in cooperation with the Latvian Orienteering Federation
- Date:** 3-4 February 2018
- Seminar site:** Rixwell Elefant Hotel, Rīga, Latvia
Street address: Kalnciema iela 90, Zemgales priekšpilsēta, Rīga, LV-1046
<http://www.rixwell.com/en/rixwell-elefant-hotel>



**Fees and
Accommodation**

Seminar fee (all participants): 100 EUR

Coffee/tea with sandwich/cake at seminar breaks are included in the seminar fee.

Accommodation Friday 2/2 – Sunday 4/2

Single room, including breakfast: 85 EUR per person

Double room, including breakfast: 45 EUR per person

Price includes:

- accommodation for two nights
- meals: Saturday breakfast; Sunday breakfast

Prices do not include dinner on Friday.

Accommodation for one night only / for extra nights: on request

Meals during the seminar

Saturday, 2-course lunch: 12 EUR per person

Saturday, 3-course dinner: 16 EUR per person

Sunday, 2-course lunch: 12 EUR per person

The total fee will be invoiced by the IOF to the respective participant or their Federation.

- Travel:** Distance to conference hotel from:
Rīga International Airport – 6 km (10 mins)

Rīga downtown (bus & train station) – 7 km (20 mins)

From Rīga airport, the conference hotel is easiest reached by taxi from the arrival area. The cost should normally be around 5 EUR.
The hotel is also easy to reach from the airport and from downtown by public transport, bus no. 22 has direct service in both directions.

Programme: The seminar will consist of lectures, groupwork, discussions and informal gatherings. An updated programme will be sent to all participants.

Friday 2 Feb	evening	arrival informal meetings (incl. future WOC organisers meeting)
Saturday 3 Feb	morning 09.00-19.30 evening	arrival and registration lectures experience sharing, meetings
Sunday 4 Feb	08.30- 14.45	lectures closing

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

- [Competition Rules for IOF Foot Orienteering Events \(2018\)](#)
- [WOC Organisers' Guidelines \(2011\)](#)
- [WMOC Organisers' Guidelines \(2017 & 2018\)](#)
- [SEA Guidelines \(2017\)](#)
- IT Quality Guidelines (2018)

Seminar leader: Áron Less, Chairman, IOF FootO Commission

Language: English

How to enter: Please use this online entry form:
<https://www.surveymonkey.com/r/HLES2018>

Note that you will be able to edit your entry details online up until 11 January as long as you are using the same computer and haven't cleared the cache memory.

Deadline for entries: **11 January 2018**

Enquiries: For enquiries please contact:
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