



NOC / NPC Visit Guidelines

National Olympic Committees (NOCs) / National Paralympic Committees (NPCs) are a key client for LOCOG and in order to adequately prepare their Teams for participation in the 2012 Olympic Games, most NOCs and NPCs will visit London in 2008 - 2012 and possibly earlier.

NOC & NPC Relations is responsible, on behalf of LOCOG, for facilitating all requests for visits.

During a visit an NOC / NPC will typically want to meet each of the functional department heads i.e. transport, accommodation and view venues and training sites.

Guidelines

1. LOCOG NOC & NPC Relations department is the sole point of contact for all NOCs and NPCs. Any correspondence from an NOC or NPC should be forwarded to Rachel Dickson, Interim Manager, NOC and NPC Relations (rachel.dickson@london2012.com).
2. All NOC / NPC visits should be co-ordinated by the NOC and NPC Relations department.
3. NOCs / NPCs should give at least ONE months notice of any visits to LOCOG, indicating:
 - Proposed visit dates
 - Names & participation / title of all persons included in the visit
 - A list of subjects to be discussed and site visits requested
 - Accommodation requirements.
4. LOCOG will provide a list of partner hotels and current rates for NOCs / NPCs to choose from and LOCOG will make the necessary bookings where requested.
5. NOCs / NPCs will be fully responsible for their travel, accommodation and meal costs.
6. LOCOG will organise a visits programme in accordance with the NOC / NPC requests, wherever possible e.g. it is not always possible to visit venues under construction.
7. NOCs / NPCs will be responsible for providing their own ground transport from the Airport to Hotel and return.
8. LOCOG will provide ground transportation for NOCs / NPCs from Hotel to LOCOG and return, including all venue visits.
9. LOCOG will organise the meeting arrangements in LOCOG HQ, including timetable, morning tea / lunch / afternoon tea, copies of LOCOG printed information etc.

10. LOCOG will normally host one dinner for the visiting NOC / NPC delegation at LOCOG cost.
11. NOCs / NPCs will be expected to arrange visas where required.
12. LOCOG will establish a folder of information for all NOCs / NPCs, which includes:
 - LOCOG visit guidelines
 - LOCOG request forms
 - LOCOG proposed hotels
 - LOCOG contact details
 - Map of London showing airports, rail stations, LOCOG HQ, Hotel sites.
13. National Sports Federations wishing to visit LOCOG must have the endorsement of their respective NOC / NPC. NFs will have to meet all costs associated with any visit to LOCOG, which NOC & NPC Relations will organise in co-operation with LOCOG Sport.
14. LOCOG NOC & NPC Relations will advise all LOCOG departments, Chairman, Deputy Chair, CEO of the details of forthcoming NOC / NPC visits.
15. LOCOG NOC / NPC Relations will establish an Organisational check list for each and every official visit.