



## **NOC / NPC Visit Guidelines**

The London Organising Committee of the Olympic Games and Paralympic Games (LOCOG) are delighted to invite all National Olympic Committees and National Paralympic Committees to London.

The NOC & NPC Services and Relations team will host all visits and look forward to working with each NOC and NPC to ensure their visit requirements are met during their stay.

### **Guidelines**

1. LOCOG NOC & NPC Services and Relations team are the sole point of contact for all NOCs and NPCs. All NOCs should liaise with Zsigmond Nagy, NOC Continental Manager ([zsigmond.nagy@london2012.com](mailto:zsigmond.nagy@london2012.com)) and NPCs with Yiannis Ntzoufras, NPC Continental Manager, ([yiannis.ntzoufras@london2021.com](mailto:yiannis.ntzoufras@london2021.com)) in respect of your visit.
2. NOCs and NPCs should give at least ONE months notice of any visits to LOCOG, and complete a Visit Questionnaire indicating their requirements which will be provided once LOCOG have been contacted.
3. LOCOG will provide a list of partner hotels and current rates for NOCs and NPCs to choose from and LOCOG will make the necessary bookings where requested.
4. LOCOG will organise a visits programme in accordance with the NOC and NPC requests, wherever possible e.g. it is not always possible to visit venues under construction.
5. LOCOG will organise the meeting arrangements at the LOCOG offices, 1 Churchill Place, Canary Wharf. London E14 5LN
6. NOCs and NPCs will be expected to arrange visas where required. LOCOG will be able to assist in this area through the provision of application guidelines and the relevant invitation letters.
7. NOCs and NPCs will be fully responsible for their travel, accommodation and meal costs.
8. National Sports Federations wishing to visit LOCOG must have the endorsement of their respective NOC or NPC. National Federations will have to meet all costs associated with any visit to LOCOG, which NOC & NPC Relations and Services will organise in co-operation with the LOCOG Sport Department.