

INTERNATIONAL ORIENTEERING FEDERATION

# Entry Guide

Media, IOF Family, IOF Officials, IOF Guests, Future WOC  
Organisers



## Welcome!

First, welcome to World Orienteering Championships! This is the “No 1 Orienteering Championship” and it will be a world class orienteering event to remember. We welcome media representatives and VIPs to follow the event at the front seat. If you have any questions, see below for contact details.

Official information about the event is published here:

Organiser page: <https://www.woc2019.no/en/>

IOF Eventor page: <https://eventor.orienteering.org/Events/Show/5326>

## IOF Eventor account and Photo

To enter in Media or VIP groups you need an IOF Eventor Account with an added photo. If you do not have an IOF Eventor account, please create one by choosing «Create account» on the IOF Eventor page: <https://eventor.orienteering.org/>

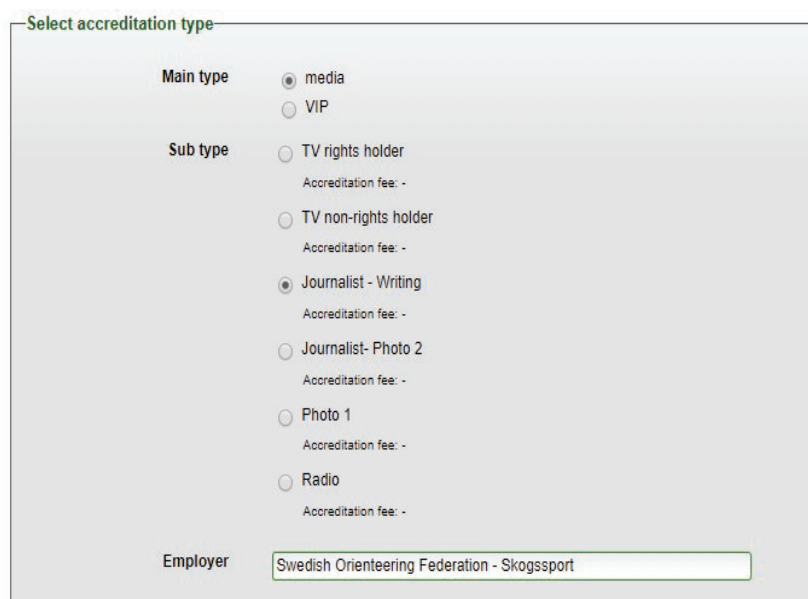
To be able to produce accreditation cards, the organiser need your photo. When you have created your account, you can find the “upload/edit photo” link under “My Pages”. Read more in this guide on the photo requirements:

[https://eventor.orienteering.org/Documents/IOF\\_Eventor\\_Photo\\_Guide\\_v1.0.pdf](https://eventor.orienteering.org/Documents/IOF_Eventor_Photo_Guide_v1.0.pdf)

If you have problems with the account, please contact [eventor@orienteering.org](mailto:eventor@orienteering.org).

## Media

Media enter to the group that suits your role and needs best. IOF Communication officer will go through and correct the entries. Note! Some groups have a restricted number of members and this will be decided by IOF Communication officer.



The screenshot shows a web form titled "Select accreditation type". It contains the following fields:

- Main type:** Radio buttons for "media" (selected), "VIP", and "Photo 1".
- Sub type:** Radio buttons for "TV rights holder", "TV non-rights holder", "Journalist - Writing" (selected), "Journalist- Photo 2", and "Radio".
- Accreditation fee:** A field with a hyphen "-" for each sub-type option.
- Employer:** A text input field containing "Swedish Orienteering Federation - Skogssport".

## Contacts

IOF Communication officer: [malin.fuhr@orienteering.org](mailto:malin.fuhr@orienteering.org)

Event contact email: [post@woc2019.no](mailto:post@woc2019.no)

IOF Official communication resources:

<https://orienteering.sport/iof/resources/communication/>

## Entry Groups Media

Role	Entry group in Media Category	Comment
TV rights-holder (cameraman + reporter + TV commentators)	TV rights-holder	Write 'Employer' and a comment if needed
TV non-rights-holder (cameraman + reporter)	TV non-rights-holder	Write 'Employer' and a comment if needed
Writing journalist	Journalist - Writing	Write 'Employer' and a comment if needed
Still photographer, subject to primary position in photo zones. Limited number of photographers	Photo 1	Write 'Employer' and a comment if needed
Still photographer, subject to secondary position in photo zones.	Journalist- Photo 2	Write 'Employer' and a comment if needed
Radio journalist	Radio	Write 'Employer' and a comment if needed

## VIP entry (IOF Family, Future WOC organisers and IOF Officials and IOF Guests)

### IOF Family

This is a new concept to motivate more people within the “IOF Family” to meet and enjoy the World Championships. We hope that the new concept will end up in more meetings and a good social atmosphere at the WOC arenas.

The “IOF Family” is defined as all that are (or were) involved with IOF activities:

- Honorary President
- Honorary Member
- IOF Invited Guests (IOF Partners, Sponsors)
- IOF Council
- IOF Commission members
- IOF Event advisers (all, not only Senior Event Advisers)
- Organisers of IOF Events (previous years and coming years)
- National Federation Presidents
- National Federation Secretary Generals
- National Federation other Officials
- IOF Office

### IOF Family Services

#### Basic services

Accreditation gives access to the IOF Family tent in the arena. The accreditation fee (400 NOK) cover basic services in the tent:

- Area for meetings/relax/follow the event online
  - Roof
  - Table and chairs
  - Wi-Fi
  - Electricity
- Follow WOC
  - TV screen for following the TV or arena production
  - Maps/start lists
  - Note! The tent may not necessarily be placed in the best position for viewing the finish.
- Refreshments:
  - Coffee/tea

#### Dining (not included in the basic fee):

- Food coupons will be available for purchase in the arena dining facilities and you can bring the food to the IOF Family tent. You can also bring your own food or refreshments and enjoy them in the tent.

**Bring partners and children?**

If you would like to have your partner to join the tent you shall enter as «IOF Family +1 partner». The partner will get reduced fee (50%).

Accompanying children can enter with you for free.

See table below which group to enter. Please always state your formal role or title in the entry and sometimes your 'Federation'.

**What VIP group shall you enter and what title shall you write?**

Entry group in VIP Category	Your role	What to enter in the Title field?
IOF Guest	IOF Guest	Write 'IOF Guest' + role/company
	Honorary President	Write role
	Honorary Member	Write role
	IOF Partners and Sponsors	Write Role + Company
IOF Family IOF Family +1 Partner	IOF Commission Chair	Write 'IOF FootO Commission Chair' or similar.
	IOF Commission Member	Write 'IOF FootO Commission Member' or similar.
	IOF Event Adviser	Write "IOF Event Adviser" + Federation
	National Federation President	Write Role + Federation
	National Federation Secretary General	Write Role + Federation
	National Federation Official	Write Role + Federation
Future WOC organiser Future WOC organiser + IOF Family	Representatives of future organisers of WOC	Write 'WOC 2020 Event director' or similar

Entry group in VIP Category	Your role	What to enter in the Title field?
IOF Official	National Controller	Write Role
	IOF Anti-doping officer	Write Role
	Contracted Doping Control Officer	Write Role
	IOF SEA/IT SEA	Write Role
	IOF WOC Project Leader	Write Role
	IOF Jury Member	Write Role
	IOF President	Write Role
	IOF Secretary General	Write Role
	IOF Council member	Write Role
	IOF Sports Administrator	Write Role
	IOF Communication Officer	Write Role
	IOF Marketing Manager	Write Role

### Contact

If you have questions, contact [iof@orienteering.org](mailto:iof@orienteering.org)

## Invited VIP

The Invited VIP:s is also a new concept for 2019 and are not managed through IOF Eventor entries. The Invited VIP service is for specific invitation from IOF and will be organised on a single day.

- “Real VIP”, dress code
- Accredited VIP, centre of activity Mørk Golf Course
- Major sponsors
- Political invitees
- Sports authorities
- Plan for single day (Friday)
- Dinner in Mørk Golf Course
- Guided tour of arena
- Assistance with accommodations
- Invitation to dinner Thursday evening
- Lower level of service other days

Invited VIP accreditation will be approved by Secretary General IOF and CEO WOC 2019.