



Invitation to the 12th IOF High Level Event Seminar Glasgow, Scotland, 15th–16th February 2020

The International Orienteering Federation (IOF), in cooperation with the Scottish Orienteering 6-Day Event Company Limited, is pleased to invite you to the 2020 IOF High Level Event Seminar to be held at The Studio in downtown Glasgow, Scotland, UK on 15th-16th February, 2020.

The traditions of the High Level Event Seminar go back more than a decade. 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 each year from about 15-20 countries. 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.

After the huge success of WOC 2019 in Norway, **the main focus of the HLES this year will be on the organisation of high level events, especially the World Orienteering Championships**, and we plan to provide input for the participants on how we can achieve this common goal. **Fair play will also be a big topic to discuss.** We will have a split session, concentrating on Sprint WOC organisation, Forest WOC organisation and IT. The groupwork once again returns to the agenda. The preliminary programme is as follows:

Preliminary programme - IOF High Level Event Seminar 2020

Saturday 15/2				SESSIONS			
Morning	9:00	9:10	Welcome and intro	Aron Less	10		
	9:10	9:40	Orienteering in the Media - are we making progress?	Tom Hollowell	30		
	9:40	10:10	Fair play reflections	Tom Hollowell	30		
	10:10	10:40	How to use the IOF Event Overview Tool? Progress report	Helge Lang Pedersen	30		
	10:40	11:00	Coffee		20		
	11:00	12:30	WOC 2019 – General experience sharing (organisation, infrastructure, etc.)	Per Bergerud Bjørn Axel Gran	90		
	12:30	13:30	Lunch		60		
Afternoon	13:30	15:30	Split sessions: 1) Forest WOC session 2) Sprint WOC session 3) IT session	Aron Less Daniel Leibundgut Håkan Blomgren & David Wästlund	120		
	15:30	16:00	Coffee		30		
	16:00	17:30	Panel Session: Marketing and Selling Partnerships	Tom Hollowell + guests	90		
	17:30	19:00	Groupwork	Unni Strand Karlsen Helge Lang Pedersen	90		
	19:00	20:00	Dinner		60		
	20:00		Meeting time and social				

Sunday 16/2				SESSIONS			
Morning	8:30	10:00	Groupwork presentations	Participants	90		
	10:00	10:30	Coffee		30		
	10:30	11:30	Athletes / Coaches view on IOF High Level Event organisation	Graham Gristwood	60		
	11:30	12:30	What can we learn from the Jukola organisation?	Jaakko Lajunen	60		
	12:30	13:30	Lunch		60		
Afternoon	13:30	14:30	IOF Office Guidance: Sustainable events Communication (crisis, event & media) World Cup in the future Latest office news (admin and rules)	IOF Office	60		
	14:30	14:40	Wrap-up	Aron Less	10		



Organiser: The International Orienteering Federation in cooperation with the Scottish Orienteering 6-Day Event Company Limited

Date: 15th-16th February 2020

Seminar site: **thestudio**, Glasgow, Scotland, United Kingdom. Street address: 67 Hope Street, Glasgow, G2 6AE <http://www.studiovenues.co.uk>



Accommodation: **Accommodation is available at Motel One** (78-82, Oswald St, Glasgow G1 4PL), which is a 2-minute walk from the conference venue and adjacent to the Central Station. Rooms include USB and continental sockets.

Single room, breakfast not included: 81 EUR per room per night
Twin room, breakfast not included: 99 EUR per room per night
Breakfast can be ordered on site (9.50 GBP).

Accommodation can be booked through the IOF between 13th-16th February.

Meal during the seminar:

Saturday, 2-course dinner: 20 EUR per person at The Corinthian Club (<https://www.thecorinthianclub.co.uk/>)

Seminar fee: 130 EUR

Coffee/tea with sandwich/cake at seminar breaks and lunch for both Saturday and Sunday are included in the seminar fee.

The total fee in EUR shall be paid through IOF Eventor.

Travel:

Distance to conference hotel from:
Glasgow downtown (Central Station) – 0.1 miles
Glasgow Airport – 8.5 miles (20 mins)
Edinburgh Airport – 41 miles (70 minutes)

From Glasgow Airport, the conference venue / hotel is easiest reached by the 500 Airport Express Bus, that goes every 8 minutes.
From Edinburgh Airport, [Scottish citylink](#) transports travellers to Glasgow every 30 minutes. From the bus station, the venue is a 0.6 miles walk away.

Programme: The seminar will consist of lectures, groupwork, discussions and informal gatherings. An updated programme will be sent to all participants on 7th February.

Friday 14 th Feb	evening	arrival, informal meetings
Saturday 15 th Feb	morning 09:00-19:00 evening	arrival and registration lectures and groupwork discussions, meetings
Sunday 16 th Feb	08.30- 14.40	lectures closing

Orienteering: St Andrew's Orienteering Club (Glasgow) have kindly set up orienteering courses (MapRun and Post Box-O) on nearby Glasgow Green and city centre streets. More information on this will follow on 7th February.

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

- Competition Rules for IOF Foot Orienteering Events (2020)
- WOC Organisers' Manual 2019
- SEA Guidelines (2017)

Seminar leader: Áron Less, Chair, IOF FootO Commission – aron.less@orienteering.org

Language: English

How to enter: Through IOF Eventor with a user account:
<https://eventor.orienteering.org/Events/Show/6709>

Services (accommodation and Saturday's dinner) should also be booked through IOF Eventor. They will be found on the entry sheet under "Order services". If 2 persons are staying in a double room, only one of them should order that service.

Name	Club	Class
Aron Less	International Orienteering ▼	HLES (130 EUR) ▼
Order services Sum: 130 EUR Delete		

Payment is possible through Eventor through PayPal or bank transfer. If you have problems with invoicing, please contact [Kirsty McIntyre](mailto:kirsty.mcintyre@orienteering.org) at the IOF Office.

Deadline for entries: **10th January 2020**

Other: A TV Seminar will be organised the day before the High Level Event Seminar (14th February), at the same venue. The TV Seminar is a closed event, with invitation only from the IOF Office (Tom Hollowell).

Enquiries: For enquiries please contact:
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