



NPC Bulletin

Issue 4, March 2003

Contents

Introduction	Pg.1
Paralympic Chefs de Mission Seminar	Pg.2
Paralympic Sponsors	Pg.3
Paralympic Products	Pg.3
Ceremonies Company Selected	Pg.3
Paralympic Pre-Games Training Guide	Pg.3
Paralympic Educational Package	Pg.3
Anti-Doping	Pg.4
Radio-Frequency Application	Pg.4
Athens 2004 Website	Pg.4
Paralympic Main Press Centre	Pg.5
Paralympic Family Accommodation	Pg.5
Volunteers and NPC Assistants	Pg.5
Paralympic Games Tickets	Pg.6
NPC Visits in Athens 2004	Pg.6
3 rd IPC Liaison Committee	Pg.7
Up-coming Events	Pg.7
Reminders – Important Deadlines	Pg.8
NPC Relations & Services Section – Contact Information	Pg.8
<i>Chefs de Mission Seminar, Delegate Registration Form</i>	Appendix

INTRODUCTION

Soon ATHOC will be holding the Paralympic Chefs de Mission Seminar! If you haven't already signed up -- *do so immediately*. Don't miss this great opportunity of meeting with us, and NPC delegates from all over the world, to discuss our preparations for the 2004 Paralympic Games. The Seminar will be held 24-27 September 2003 at the Astir Palace Hotel in Athens. In this Bulletin 4 you will find information to help you in your preparations for the Seminar and the Delegate Registration Form that each participant has to fill out and send back to us.

Other important information that you will find in this Bulletin 4: How to apply for your radio frequency, how we have made our ATHOC web site accessible for visually impaired, how well Paralympic products are doing on the market, what company will be handling the Paralympic ceremonies and important upcoming events, like the IPC Executive Committee Meeting and the Olympic World Congress in Sports Sciences. Read about this and other useful information concerning the great upcoming event of the 2004 Paralympic Games. We will send you our next Bulletin 5 in June 2003.

PARALYMPIC CHEFS DE MISSION SEMINAR

We are very excited about all those of you that have signed up to come to our Paralympic Chefs de Mission Seminar. It will take place September 24-27, 2003 and will be held at Astir Palace, the same hotel where the 2001 IPC General Assembly was held, located by the sea, yet only 25km from the Acropolis. The tentative agenda includes in-depth presentations, workshops, information tables, optional individual meetings with NPC Relations and Services Regional Coordinators, and a venue tour to the Paralympic Village. It will be a full-packed four days of interesting information and meetings, which will be a great aid in your, and our, preparations towards the 2004 Paralympic Games. The Chefs de Mission Dossier will be handed out to all delegates at the Seminar hotel. The Dossier will include all relevant pre-games and games time information required by NPCs to prepare their teams for the participation at the 2004 Paralympic Games.

Those of you that still haven't sent in your Booking Forms must do so **immediately!** (You can find the Booking Forms at the end of NPC Bulletin 3 or in the Special Issue Bulletin.)

Delegates that wish to attend the Seminar but want to arrange for their own accommodation can book their own hotel, rather than stay at the Astir Palace Hotel where the Seminar will be held. We would prefer that you stay at the Astir Palace Hotel because it will be easier for us to get to know you better and for you to have time to meet with other delegates. If you do choose to stay at your own hotel **no services fees** will be charged for the Chefs de Mission Seminar, however, you should be aware that:

- No transport services from and to the airport will be provided.
- No transport services from and to the Astir Palace will be provided.
- The transportation for the venue tour of the Paralympic Village will operate to and from Astir Palace Hotel ONLY.
- All Seminar information & services will be provided at Astir Palace ONLY (registration, Dossier distribution, information material, Seminar sessions, workshops, lunches, coffee-breaks etc.).
- ATHOC cannot provide hotel information or assist in reservations in other hotels than Astir Palace.

Registration

At the end of this Bulletin you will find a Registration Form for the Paralympic Chefs de Mission Seminar. Each delegate coming to the Seminar must fill out the Form and send it back to us before June 15, 2003. Once we have received your Registration Forms for each of your delegates we will send you a Confirmation Letter of your participation and the detailed program for the Chefs de Mission Seminar.

Astir Palace Hotel Payment

To assure your booking at the Astir Palace you must send in your first deposit by March 15, 2003. The Hotel fee must be paid in full by June 15, 2003. If you have not paid the total by mid-June your reservation will be considered null and your original deposit held as a cancellation fee.

**Please send us by fax or e-mail
the receipts of your bank deposits
for your accommodation in the Seminar's
Astir Palace Hotel.**

Lucy Anastasiadou
Regional Coordinator
NPC Relations & Services Section
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Travel Arrangements

Entry into Greece is governed by the "Schengen Treaty", since the beginning of 2000. Therefore, all European Union citizens have the right to enter Greece by virtue of having an identity card or valid passport. Delegates from countries where a visa is required when crossing into the "Schengen Treaty" member states, will be able to use our confirmation letter in order to apply for a visa. Those participants are kindly requested to apply to the local Greek Embassy or representative for information regarding the procedures for the visa.

For the preparation of your **flight bookings**, we suggest you plan your arrival for September the 24th, when the registration and welcome dinner will take place. Access to the hotel rooms will be possible after 2 p.m. Please be aware that if you want to enter your room earlier than 2 p.m. you will be charged an extra night. The Seminar's program will end the 27th late in the evening. Therefore we advise you to schedule your departure for the 28th. On the day of departure you must checkout by 12.00 pm. Extension of the stay in Astir Palace Hotel is subject to availability.

PARALYMPIC SPONSORS

The ATHENS 2004 Paralympic Sponsorship Programme consists of three Tiers:

Paralympic Sponsor

Official Supporter

Official Provider

Up to date, Athens 2004 has announced the following Sponsorship Agreements:

VISA International's Sponsorship of the ATHENS 2004 Paralympic Games in the category of Consumer Payment Services.

Ticketmaster, Official Supporter of the ATHENS 2004 Paralympic Games, will provide integrated ticketing services for the Paralympic Games ATHENS 2004.

SHELL HELLAS will be the Official Supporter of the ATHENS 2004 Paralympic Games in the category of Petroleum Based Products (unleaded petrol, diesel fuel, lubricating oil). This sponsorship is very important for Athens 2004 in terms of financial contribution, technical infrastructure and know-how.

PARALYMPIC PRODUCTS

Paralympic products were first launched in the Olympic Stores at the end of November 2002 and placed on the wider Greek market at the beginning of this year. The products, characterized by the bright sunny red and yellow colors of the Paralympic logo, include t-shirts, postcards, pins, ties and scarves. The full range of products will go on the market this summer, which will include swimwear, bags, travel goods and photo albums.

CEREMONIES COMPANY SELECTED

The well-known events organizer ECA2 will be in charge of the Opening and Closing ceremonies of the 2004 Paralympic Games. ECA2 is a French company with an impressive number of successful events to boast of in its curriculum. Apart from handling the national anniversaries and festivities for such countries like Arab Emirates, Indonesia and Mexico, and also international shows, like Lisbon 1998, perhaps they are best known for their triumphant organization of France's Soccer World Cup 1998 Opening and Closing ceremonies and also for handling Paris' Millennium festivities. For the 2004 Paralympic Games ceremonies they will be developing the concept and carrying out its implementation.

PARALYMPIC PRE-GAMES TRAINING GUIDE

At the end of this April the Paralympic Pre-Games Training Guide will be published with adequate information on sporting facilities around Greece. Copies will be distributed to all NPCs. It will include information on 110 sporting facilities and the services provided. It will also have information on eight regions, 11 prefectures and 45 towns where the sporting facilities are located. This Guide will help the athletes and teams plan their training in Greece in order to acclimatise themselves to local conditions prior to the 2004 Paralympic Games.

PARALYMPIC EDUCATIONAL PACKAGE

In our NPC Bulletin (Issue 3) we presented the Paralympic Educational package, which has been produced by the Educational and Training Department of ATHOC with the contribution of the Ministry of National Education and Religious Affairs and has been distributed in Greek schools. The Paralympic Educational Package is a useful information tool for both educators and young people and aims to raise people's awareness about the ideas of the Paralympic Movement. By the end of April you will receive the Paralympic Educational Package in English **by post**. It contains a CD-Rom and videotape with information about the Paralympic Movement, the Paralympic Games and its athletes and a board-game for the youngsters. If you wish to order additional Educational Packages to send out to your schools or use in other youth programs, please let us know the number of package you wish and we will notify you of the cost.

ANTI-DOPING

Anti-Doping tests during the 2004 Paralympic Games will be more extensive than in Sydney, with 650 in-and-out of competition urine tests being performed. Of these, 500 urine tests will be conducted in-competition, while 150 will be out-of-competition. ATHOC's Doping Control Services, which is in the process of being ISO 9001/2000 certified, will be using much of the personnel from Athens Olympic Sports Complex National Sample Collection Team, who have over 15 years experience in international events. Apart from the scientists working on a 24-hour basis in three shifts in the central labs, there will be a total of 23 dedicated personnel working at the venues collecting samples. This team, consisting of scientists and staff, will be reporting positive cases in 36 hours, the shortest time frame set yet for Paralympic Games, while negative cases will be reported within 24 hours from the actual time of sample collection. Each competition venue will have a Doping Control Station that will be specifically adapted for athletes with a disability. In order to find out more information on the Anti-Doping Code please check out the IPC website (www.paralympic.org).

RADIO-FREQUENCY APPLICATION

Hoping to use your walkie-talkies or other wireless equipment during the Games? Then make sure you apply **early** for your own radio frequency. A fast and easy application process has been set up, which is accessible by logging in to the e-Spectrum web site at: <http://services.athens2004.gr/espectrum>. If you have any questions about the application process or need any further information you can write directly to: rfespectrum@athens2004.com. The site itself has a status bar where you can keep a check on the progress of your application. Keep in mind that you will not be able to rent your equipment through Rate Card so it is advisable to get all necessary equipment from your own country. Make sure, though, that you first check the equipment standards and compatibilities that are clarified in the e-Spectrum web site. All equipment will be checked upon entry to the Paralympic Village and labeled operable if they adequately follow all regulations.

ATHENS 2004 WEBSITE

We are constantly adding more information to the ATHENS 2004 website. You will find lots of information on the 2004 Paralympic Games: about sports, venues, classification, accessibility, the Vision and the Emblem of the Games, and much more. Concerning Paralympic Sports we have expanded the information to include the following:

- History of each sport: when it first became a sport for people with a disability, when it was first introduced in the Paralympic Games Sports Program, etc.
- Main equipment used for each sport, accompanied by representative pictures.
- Rules and regulations that apply to each sport.
- How each sport is played: description of the game with sketches depicting the competition area.
- A calendar of the sport's events.
- Reference to famous athletes.
- The daily Competition Schedule of the 2004 Paralympic Games.

Additionally, in the E-Gallery you can find Paralympic screensavers, wallpapers and e-cards. You are warmly invited to use them. Check out our site at: <http://www.athens2004.com>

2004 WEBSITE ACCESSIBILITY

The ATHENS 2004 Web site is the first Olympic and Paralympic web site that has level A compliancy of W3C-WAI requirements that have been implemented to advance the sites' accessibility and are being constantly monitored. In order to check the accessibility and to improve compatibility, ATHENS 2004 in cooperation with the Panhellenic Association of the Blind, has conducted several tests involving vision-impaired users. The ATHENS 2004 web site is available in Greek, English and French.

PARALYMPIC MAIN PRESS CENTRE

The Main Press Center, a key non-competition venue in its own right, will be one of the longest operating Olympic Venues. Similar to the Olympic Games, the Paralympic MPC is the working hive of the Written and Photographic Press.

Located right in the heart of Paralympic action, **the Athens Olympic Sports Complex** will open its doors to approximately 1,500 accredited journalists and photographers on September 10, 2004. It is worth noting that the Paralympic MPC will be an up-scaled version of the Olympic Stadium Venue Media Centre.

The MPC will be fully secured and accessible only to members of the media with a valid accreditation pass – or to those who apply for and are granted a guest pass to enter the venue.

Press will be granted access to the IBC (International Broadcasting Centre) main lobby, home to a wide range of support services. These include **banking, post, retail and travel services**. It is worthy of note that Paralympic IBC will be a downscaled version of the Olympic IBC facility, located within walking distance to the **Athens Olympic Sports Complex**.

ACCOMMODATION FOR THE PARALYMPIC FAMILY

In our last Bulletin, Special Issue 1, we presented the two deluxe hotels, The **Athenaeum Intercontinental** and the **Athens Ledra Marriott**, which are expected to be the IPC Headquarter Hotels during the 2004 Paralympic Games.

A number of Deluxe, A' and B' category hotels rooms have also already been tentatively reserved for the accommodation of the Paralympic family members. As decided during the last IPC Liaison Committee, the compulsory stay at a hotel is twelve (12) nights. The forecasted average hotel rates (not finalized yet since contracting has not yet concluded) are the following:

Deluxe category: € 325

A' category: € 190

B' category: € 100

** Rates are per single room, per night, inclusive of taxes and one breakfast.*

VERY IMPORTANT!

The new deadline for the Accommodation Needs Assessment Forms distributed in the last two NPC Bulletins, is **June 16, 2003**. After this date ATHOC will do its utmost to ensure accommodation upon request.

VOLUNTEERS AND NPC ASSISTANTS

At the end of January, ATHOC began interviewing volunteers. Up to now, 62,000 volunteer applications have been gathered for both the Olympic and Paralympic Games! The ATHOC Interview Center is staffed with 25 people (interviewers & staff) specially trained for the interview and selection of the Volunteers.

Through our NPC Relations & Services Section, we will provide each NPC and its Chef de Mission with a number of volunteers called NPC Assistants. The number of NPC Assistants allocated to each NPC will depend on the total size of its delegation. All NPC Assistants will receive a specific training manual as well as training on issues such as Disability Sensitivity, venue training, the Paralympic Movement etc., which will provide all necessary information they need to know to serve best your needs as NPC.

PARALYMPIC GAMES TICKETS

Paralympic Games Ticket Sales will commence in September 2003, one year prior to the Opening Ceremony of the 2004 Paralympic Games. There will be three types of tickets:

Ceremonies tickets: Opening and Closing Ceremonies tickets will provide entry into the stadium on the night of the relevant ceremony.

Day Pass: non-dated tickets which will need to be validated by the holder on the chosen date and provide general admission to all sporting sessions during the day of validation.

Reserved Seating Tickets: these tickets will provide access to a particular venue for a specific session, where the owner of the ticket will have a reserved seat.

This Summer ATHOC Ticketing Department will distribute to all NPCs a **Ticket Sales Guide** with all the necessary information for ordering and purchasing tickets for ATHENS 2004 Paralympic Games. **NPCs have the option to appoint a General Sales Agent to be responsible for ticket sales in their territory.**

NPC VISITS IN ATHENS 2004

It will be a great pleasure for ATHOC to welcome your delegation in Athens and meet you personally. Let us know whether you intend to visit us and give us four weeks advanced notice. We will send you a Venue Tour Request form and a Functional Area Meeting Request form. ATHOC will arrange a pick-up upon your arrival and departure and provide a car for your transport to ATHOC Headquarters and the venue tour for delegations up to five (5) members. We will provide you a list of hotels that have special rates with ATHOC and also assist in your hotel reservations.

Note: Due to the Paralympic Chefs De Mission Seminar, which will take place in Athens from September 24-27, 2003, we will NOT be accepting any visits from August 4 to October 13, 2003. Please schedule your visits accordingly.

Furthermore, we would like to inform you that Athens Olympic Sports Complex will remain closed during April, May, June and July 2003, due to high risk constructions on various sites of the venue.

Below are the NPC delegations that visited ATHENS 2004 in the beginning of 2003:

NPC	Date of Visit	Delegation Members
Ireland	14-17 January 2003	Jim McBride (<i>Paralympic Manager</i>) Liam Harbison (<i>Paralympic Technical Director</i>)
Israel	19-20 February 2003	Radu Rosenthal (<i>Secretary General</i>)
Norway	19-21 March 2003	Mrs Hilde Oftedal (<i>Secretary General</i>) Mrs Mette M. Berg (<i>Chef de Mission</i>)

The NPCs that have already confirmed their visit to Athens in the up-coming three months are:

- Finland
- Rwanda
- Canada
- France

SUCCESSFUL 3RD IPC GAMES LIAISON COMMITTEE

Both IPC and ATHOC were satisfied with the conclusions reached during the 3rd IPC Games Liaison Committee for the 2004 Paralympic Games, which was held in Athens from 28 to 30 January 2003.

During the opening session ATHENS 2004 CEO, Ioannis Spanudakis, presented the overall progress achieved by ATHOC since the last meeting. Following his presentation, in-depth discussions took place in 16 working sessions conducted between ATHENS 2004 functional areas and the IPC representatives. The meetings and discussions were fruitful and productive and as a result during the closing session ATHENS 2004 and IPC agreed on many actions to be undertaken from both organizations in the following months. The next IPC Games Liaison Committee will be held in Athens at the end of June 2003.

UPCOMING EVENTS

IPC EXECUTIVE COMMITTEE MEETING IN ATHENS, 3-6 APRIL 2003

ATHENS 2004 will have the opportunity to organize the IPC Executive Committee meeting in Athens from 3 to 6 April 2003.

This event will be an excellent opportunity to generate publicity of the 2004 Paralympic Games and raise awareness towards athletes with a disability. The meeting will take place at the ATHENAUM INTERCONTINENTAL HOTEL, the official IPC headquarter hotel of the 2004 Paralympic Games.

7TH IOC OLYMPIC WORLD CONGRESS ON SPORTS SCIENCES

The ATHENS 2004 Organizing Committee for the Olympic Games, in cooperation with the IOC Medical Commission, is organizing the 7th IOC Olympic World Congress on Sport Sciences, from 7 to 11 October 2003, in Athens.

The theme of the Congress is **"Physical, Nutritional and Psychological Care of the Athlete in the 21st century"**.

Prominent sports scientists and physicians will be sharing their knowledge and experiences in the behavioral, biological, medical, physical disciplines and information technology in sports. An important number of internationally known physicians, therapists, scientists and coaches will be participating in the symposia and presentations, contributing their own point of view on several issues of common interest.

The Scientific Program will contain lectures and symposia on the application of science and medicine in health and sport-performance enhancement, injury prevention, injury treatment and rehabilitation.

The Congress Committee will include Paralympic issues in the Scientific Program in order to make scientists from all disciplines aware about the research questions in sports for people with a disability.

The Scientific Committee is accepting abstracts for oral, video and poster presentations related to the Congress theme "Physical, Nutritional and Psychological Care of the Athlete in the 21st Century".

Abstract Submission Deadline: 31st MAY 2003

For further information please refer to the official website,
www.iocworldcongress.com **or contact the IOC Olympic World Congress Secretariat**
at Tel.: 0030-210-3446144, Fax: 0030-210-3441004 and E-mail:
iocworldcongress@athens2004.com

REMINDERS - IMPORTANT DEADLINES

REPLY CARDS- PARTICIPATION TO THE 2004 PARALYMPIC GAMES (NEW DEADLINE: 15 JUNE, 2003)

So far, 123 countries have confirmed their participation to the Paralympic Games. You can still confirm your participation to the 2004 Paralympic Games, by sending us your Reply Card. If you have not received the Reply card, please contact us immediately! The final deadline of sending us your reply card is June 15, 2003

LEADING ATHLETES BIO-FORMS (ONGOING)

Send us the biographical information of your top athletes to publish them on the Athens 2004 website.

NPC ACCOMMODATION NEEDS ASSESSMENT FORM (NEW DEADLINE: 16 JUNE, 2003)

Please fill in this form that indicates the NPC accommodation needs during the 2004 Paralympic Games. You will find this form in our previous NPC Bulletins (NPC Bulletin Issue 3, or Special Issue 1).

NPC MEDIA CONTACTS FORM

This form is a preliminary questionnaire for media interested in covering the 2004 Paralympic Games. You will find this form in our previous NPC Bulletins (NPC Bulletin Issue 3, or Special Issue, no1). Also, many countries have received by e-mail a file of media data recorded from Sydney, which we hope will help you in collecting your information. Please fill in these questionnaires with your country's media organisations that will cover the 2004 Paralympic Games and send them back to us as soon as possible.

PARALYMPIC CHEFS DE MISSION SEMINAR, ACCOMMODATION BOOKING FORM

If you have not yet send us your booking form for your accommodation during the Chefs de Mission Seminar at Astir Palace hotel, please send it immediately and note that your request will be subject to availability.

PARALYMPIC CHEFS DE MISSION SEMINAR, DELEGATE REGISTRATION FORM (DEADLINE: 15 JUNE, 2003)

Please fill in the Delegate Registration form which you will find at the end of this issue for EVERY Participant of your delegation, and return them to us by June 15th.

PARALYMPIC CHEFS DE MISSION SEMINAR, ASTIR PALACE ACCOMMODATION FEES (DEADLINE: 15 JUNE, 2003)

Accommodation fees for Astir Palace Hotel must be paid by JUNE 15th. If the balance of your hotel booking fees is not paid by then, the reservation will be considered null and consequently the first deposit will be withheld as a cancellation fee!

NPC RELATIONS & SERVICES SECTION - CONTACT INFORMATION

Name	Position	Contact Details
Andreja Wieser	<i>Program Manager, IOC Services & Protocol</i>	Tel: +30 210 200 4009 E-mail: amwieser@athens2004.com
Manfred Kohl	<i>Section Manager, NPC Relations & Services</i>	Tel: +30 210 344 5787 E-mail: MGKohl@athens2004.com
Lucy Anastasiadou	<i>NPC Regional Coordinator</i>	Tel: +30 210 200 4162 E-mail: LMAnasta@athens2004.com
Joanna Stavropoulou	<i>NPC Regional Coordinator</i>	Tel: +30 210 344 6005 E-mail: jnstavro@athens2004.com
Francy Foskolou	<i>NPC Visits, Information & Publications Coordinator</i>	Tel: +30 210 344 6006 E-mail: fmfoskol@athens2004.com



Delegate Registration Form Chefs de Mission Seminar

Hotel Astir Palace, Athens
September 24-27, 2003

EACH DELEGATE has to complete and return a separate Registration Form.
(Please make a copy for your own files.)

Registration Deadline: 15 June 2003

Delegate Information

Title :
(e.g. Mr Mrs Ms Dr Other)
 Female Male

Family Name
(as stated on passport or EU identity card) _____

Given Name
(as stated on passport or EU identity card) _____

Position _____

Nationality _____

NPC Official Name _____

NPC Address _____

Country _____

E-mail _____

Telephone Number _____ Fax Number _____

Mobile phone _____

In the Seminar I am registering as a:

- Chef de Mission
- Guide/Personal Attendant
- Interpreter
- Other _____

Will other people be accompanying you who are not delegates to the Seminar and staying at Astir Palace (e.g. spouse, partner)?

YES **NO**

If yes, please list names: _____



Delegate Registration Form Chefs de Mission Seminar

Hotel Astir Palace, Athens
September 24-27, 2003

Accommodation

Please indicate whether you will stay in ASTIR PALACE HOTEL or in a hotel of your own choice

Accommodation in Astir Palace Hotel

I made reservation for:

Single Room
Accessible Room YES NO

Double Room -
Accessible Room YES NO

To be shared with:

Twin Room -
Accessible Room YES NO

To be shared with:

Please note that the balance for the hotel booking fees must be paid by June 15, 2003.

Please be aware that the sender is responsible for all bank charges.

If you have not paid the total by mid-June your reservation will be considered null and your original deposit held as a cancellation fee.

Accommodation in a hotel of my own choice

Hotel name

Address



Delegate Registration Form Chefs de Mission Seminar

Hotel Astir Palace, Athens
September 24-27, 2003

Dietary Needs (please tick if required)

Diabetic Gluten-free Kosher Vegetarian Muslim

Food allergies (please specify) _____

Are there any other **medical details** we should be aware of prior to your arrival in Athens?

Are there any **other details** relevant to your stay that we should know of?

Disability - Specific Needs (please tick)

Wheelchair User YES NO

If yes, what type of wheelchair will you bring?

Electric Manual

Width: _____

Do you require an accessible vehicle? (Equipped with car ramp allowing user to enter car with wheelchair.) YES NO

Do you have a visual impairment or blindness? YES NO

Shall you be bringing a guide dog? YES NO

Crutches YES NO

Please fill in and return to us the Registration form for every Delegate in the Seminar (by e-mail, fax or post) **by June 15, 2003** :

Lucy Anastasiadou

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