



INTERNATIONAL
BIATHLON
UNION

IBU ***ACCREDITATION*** ***SYSTEM*** ***CATALOGUE***

AS OF 3rd OF NOVEMBER 2022 - VERSION 2.1

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VERSION HISTORY

Version	Date	Comments
1.0	20 th November 2019	Original PLARAS concept/version
2.0	6 th October 2022	Update by SIWIDATA/IBU for the 2022/23 season

EXPLANATION OF ABBREVIATIONS / SYMBOLS

International Biathlon Union	► Hereinafter stated as IBU
IBU Race Director	► Hereinafter stated as RD
IBU Communication Director	► Hereinafter stated as CD
IBU Accreditation System Catalogue	► Hereinafter stated as ASC
Organizing Committee	► Hereinafter stated as OC
National Federation	► Hereinafter stated as NF
IBU TV and/or IBU Marketing Partner	► Hereinafter stated as IBU Contract Partners IBU
World Championships Biathlon	► Hereinafter stated as WCH
IBU World Cup Biathlon	► Hereinafter stated as WC
IBU Open European Championships Biathlon	► Hereinafter stated as OECH
IBU Cup Biathlon	► Hereinafter stated as IBU Cup
IBU Youth & Junior World Championships Biathlon	► Hereinafter stated as YJWCH
IBU Junior Open European Championships Biathlon	► Hereinafter stated as JOECH
IBU Junior Cup Biathlon	► Hereinafter stated as Junior Cup IBU
Summer Biathlon World Championships	► Hereinafter stated as SB WCH
WCH, WC, OECH, IBU Cup, YJWCH, JOECH, IBU Junior Cup, SB WCH	► Hereinafter stated as IBU Events
Any members (athletes, coaches, wax technicians etc. of NF national teams)	► Hereinafter stated as Athletes or Team Members
Combined logo from event/series and OC logo	► Hereinafter stated as Composite Logo Event/series
logo (left part of composite logo only)	► Hereinafter stated as Event Logo
Host broadcaster	► Hereinafter stated as HB
Rights-Holding Broadcaster	► Hereinafter stated as RHB
Non-Rights-Holder	► Hereinafter stated as NRH

Electronic news gathering	► Hereinafter stated as ENG
Outside Broadcast Van (Mobile TV Production Unit)	► Hereinafter stated as OBVAN
Satellite Uplink Truck (Satellite Network Gateway)	► Hereinafter stated as SNG
Mixed Zone	► Hereinafter stated as MZ
International Broadcast Center	► Hereinafter stated as IBC
Master Control Room	► Hereinafter stated as MCR
Technical Operations Centre	► Hereinafter stated as TOC
Field Of Play	► Hereinafter stated as FOP
Commentary Position	► Hereinafter stated as ComPos

EXPLANATION OF ABBREVIATIONS / SYMBOLS

Commentary Control Room	► Hereinafter stated as CCR
Integrated Service Digital Network (audio transmission standard)	► Hereinafter stated as ISDN
Local Area Network (cabled data connectivity)	► Hereinafter stated as LAN
A vest that is worn in specific zones by TV & Photo staff	► Hereinafter stated as BIB
Commentary Information System (supplied in the case of Biathlon by Siwidata)	► Hereinafter stated as CIS



Production / produced by



Distributed



Available

1. INTRODUCTION

The IBU Accreditation System Catalogue (ASC) explains the mandatory accreditation system for the specified IBU events based on the applicable IBU Rules, Guides and contracts, which are:

- IBU Rules
- IBU Advertising Rules
- IBU Event Hosting Declarations (EHD)
- IBU-EBU TV contract
- IBU-Infront contract
- IBU Organizers' Guide

In individual cases, the IBU Executive Board reserves the right to approve deviations from the ASC, especially the list of formats via the IBU Headquarters.

Furthermore, the Executive Board reserves the right to grant persons additional access authorization in individual cases.

The IBU has decided to develop one ASC, where specialties per series/event(s) are marked respectively.

This ASC is mainly addressed at the OCs, the NFs and their Athletes and Team Members, IBU Functions and Organization, IBU Contract Partners (EBU and Infront), IBU Supplying partners, EBU members/TV/radio stations, Infront sponsors and the general media with the intention of attending any of the respective IBU events.

The ASC is also intended to serve as an educational presentation on OC access control and venue security. The accreditation on site is implemented by the official accreditation firm of the IBU and based on this ASC.

2. EVENTS ORGANIZED UNDER THIS IBU ACCREDITATION SYSTEM CATALOGUE (IBU ASC)

Based on the IBU Event structure as shown below, the IBU Accreditation Catalogue is valid for those events (number of events).

Information that is given in general is valid for all events and marked with a red line on the left side.

For specific information in this document on each individual series/event and deviations from the general information, please see the color code in the graph.

WCH	IBU World Championships Biathlon
WC	IBU World Cup Biathlon
SBWCH	IBU Summer World Championships Biathlon
OECH	IBU Open European Championships Biathlon
IBU CUP	IBU Cup Biathlon
YJWCH	IBU Youth Junior World Championships Biathlon
JUN CUP	IBU Junior Cup Biathlon
JOECH	IBU Junior Open European Championships Biathlon



3. BASIC SYSTEM

WCH

WC

OECH

IBU CUP

YJWCH

- 3.1 Sport-technical, media and hospitality areas for WCH, Y/JWCH, Summer Biathlon WCH, WC, OECH and IBU Cups are based on the following structure:

SPORT TECHNICAL AREAS

- 1 Waxing and Team area
- 2 Course
- 3 A Shooting range ramp / Penalty loop
B Shooting range coaching area
C Shooting range VIP zone
- 4 A Start Warm up area
B Finish exit area
- 5 Start / finish areas
- 6 Competition-Management
- 7 Technical areas: data timing / targets
- 8 Doping control area

MEDIA AREAS

- 9 A Media Center
B Mixed zone
C Shooting range media area
D Photographer areas
E TV compound / commentary positions
F Media hospitality area

HOSPITALITY AREAS

- Z OC VIP area
- ZR OC VIP (reserved tables)
- Y Biathlon Family Club
- X OC area

SBWCH

SPORT TECHNICAL AREAS

- 1 Waxing & Team Area
- 2 Course, Roller ski test

3.2 Sport-technical, media and hospitality areas for IBU Junior OECH and IBU Junior Cups are based on the following structure:

SPORT TECHNICAL AREAS

- 1 Waxing and Team area
- 2 Course
- 3 A Shooting range ramp / penalty loop
B Shooting range coaching area
C Shooting range VIP zone
- 4 A Start Warm up area
B Finish exit area
- 5 Start / finish areas
- 6 Competition-Management
- 7 Technical areas: data timing / targets
- 8 Doping control area

MEDIA AREAS

- 9 All Media Areas

HOSPITALITY AREAS

- Z OC VIP areas
- Y Biathlon Family Club
- X OC areas

3.3 Descriptions of the areas

- 1 Waxing and team Area:** The area where the team athletes, team staff and the staff of the equipment companies (ski, bindings, poles, wax, rifles, cloth etc.) mainly prepare for the competitions, including the warm up course. The trucks of particular teams are also parked and operated within this area.
- 2 Course:** The area where the athletes do their cross-country skiing during competitions and during training. In addition it is used by team service staff, coaches and specially marked TV commentators/reporters, including coaching zone, specially designated TV and photo zones and TV, fenced and secured from spectator access.
- 3A Shooting range ramp/Penalty loop:** The area within the silent zone between the coaching zone and the beginning of the shooting lanes with the shooting mats plus the penalty loop.
- 3B Shooting range coaching area:** The area behind the shooting range ramp along the 30 shooting lanes, which should be minimum 2 meters wide.
- 3C Shooting range VIP area:** This area, which is approximately same size as the one for 3A above, should be right behind 9C (shooting range media area) and be 80-150 cm wide. In case of very limited space/width at a venue, both 3C and 9C could be in one combined/shared area/zone.
- 4A Start Warm up area:** The area where the athletes are warming up and concentrating right before the start right next to the respective start area (5) and are only accompanied with a strictly controlled number of team staff.
- 4B Finish exit area:** The area next to or following the finish area/zone where athletes cool down and change clothing - the areas 4A and 4B could be also the same area.
- 5 Start and finish area:** The start area is a zone following the 4A area and should have the dimensions and composition stated in the IBU Event & Competition Rules (3.2). The finish area is defined under Article 3.5 of the IBU Event & Competition Rules and is followed by the Finish Exit area (4B).
- 6 Competition office:** According to Article 3.1.1.2. of the IBU Event & Competition Rules, the competition office must be within the stadium or close by it, and it is the direct interface between the teams and the OC.
- 7 Data timing/target technical areas:** The rooms housing the technical areas for data timing (SIWIDATA), for the shooting range operations/equipment and their companies at the stadium.
- 8 Doping control area:** The high-security area and room(s) at the stadium for the work and conduct of doping control procedures.
- 9A Media Center:** The working room of the print press and photographers, which should be also accessible to the editorial staff of TV reporters and commentators including ENG crews, as not only the pre-and post-competition press / media conferences with athletes are held there but also all other relevant press conferences given by coaches, the OC, IBU etc.
- 9B Mixed Zone:** The restricted, fenced area of the venue following the finish area (5) where TV, Radio and media representatives can interview athletes after the competition.

9C Shooting range media area: The area behind the 3 B area and approximately same size as the one for the coaches with a width of 80 to 150 cm. In case of very limited space in width at a venue, both 3C and 9C could be in one combined /united / the same zone.

9D Photographer areas: The areas especially conceived and installed for photographer purposes as for example the photo zone on the right side of the shooting range/ramp (for photographers with priority bibs), zone´s along the course, zone at finish etc.

9E TV compound / commentary positions:

TV compound: The main area used for broadcast operations where core production and technical facilities (incl. OB vans) are OCated.

Commentary position: Covered and heated position for TV and radio commentators that must have as a minimum 2 seats and a table, plus internet access.

9F Media hospitality area for editorial media representatives

Z VIP area for IBU sponsors, their contingents, for the IBU itself, important guests of the LOC and the representatives of IBU supplying partner groups (e.g., Infront, Fischer, etc.) as well as EBU (for EBU representatives and TV guests), plus high-level representatives of the national federations (President, Secretary General, Sports and Marketing Directors and Team Leadership).

Z^R Reserved table at VIP area

Y Biathlon Family Club for Teams and IBU Partners and Supplier and, Infront staff, Data-Timing staff and Shooting Range Technicians if applicable.

X OC areas are hospitality areas mainly for recreation and catering of OC staff and special OC purposes

3.4 Groups of people

Accredited people are divided into 8 main groups:

MAIN GROUP

T Team	A IBU
M Media incl. TV/Radio	V VIP
G Guest	S Service
Cc OC Leadership Positions	Cs OC Staff

Each main group includes different subgroups (such as "JOU" (Journalists) under the main group "Media"). The annually revised List of Formats – the combination of the accesses to the operational and hospitality areas which are intended to be granted to the different groups – is attached as links under 3.5.

Groups 1 to 6 must be realized as shown in the List of Formats as enclosed in links under 3.5. (Any deviations have to be cleared with the IBU Sports Director.)

Groups 7 (OC Leadership) and 8 (OC Staff) can be adopted in exceptional cases as required by the OCal situation, in consultation with the relevant IBU functions and SIWIDATA.

3.5 Formats

The main groups and subgroups of participating people and the areas allocated to them that they should be able to access collectively make up the so-called “format”, including the “format number” for the IT system. Access to certain areas may be blocked, while entry to others may be permitted with upgrade cards.

OC can generate an “Accreditation Formats” report for their respective events from within the accreditation system in MemberCenter.

The reference formats are maintained online for each of the series and the current definition can be always generated as reports by clicking on the links below:



[Format master](#)



[Format master](#)



[Format master](#)

This documents replace the previously known annexes of this catalogue.

3.6 Event accreditation

Event Accreditations will then appear like down below with the following info given on the card:

EVENT COMPOSITE LOGO

EVENT LOCATION AND DATE

NAME

REASON
(NF, RHB, COMPANY, FUNCTION,...)

ACCREDITATION GROUP

HOSPITALITY AREAS

ACCESS AREAS **

EVENT SERIES

EVENT SERIES NUMBER

PHOTO

QR CODE

OPTIONAL "BUBBLE" COLOR

* ACCESS DAYS

SPONSORS



* Date printed on accreditation card with first day and last day of Accreditation on duty and in place on venue

** Access Days with allowance for the bearer (within the range of days on which access control is on duty and an accreditation is needed)



produced by SIWIDATA



distributed by SIWIDATA at Accreditation Office***

*** Accreditation card templates for OC's (except Junior Cup) for preprinted OC staff and leadership accreditations before the events can be obtained at SIWIDATA beforehand after coordination and in case a well SIWIDATA IT system educated / trained OC accreditation team is established

4. SEASON ACCREDITATION

No season accreditations are issued for season 2022/23.

5.

5. UPGRADE CARDS

Upgrade cards are non-personalized cards that follow the wild card principle and give the bearers of a personalized accreditation card additional access in combination with, and based on, their personalized accreditation.

Please note: Upgrade cards without valid personalized accreditation have no value!

Upgrade cards are issued for event series per season and for single major events like Biathlon World Championships.

Each card has an unique QR-Code which is intended to track and scan the card at the access of the distinct area.

Teams: return the upgrade card to the competition office or keep cards for next event.

HB/RHB: return cards to TV Delegate.

Partner/supplier: keep their cards inside their team for next events.

Other cards, e.g. visitors, return to Race Director.

The design of the upgrade cards has been unified for easier recognition:



5.1 Upgrade cards for teams from 2022/23 onwards only for WC-events

During the main competition period, areas 3B, 4A and 4B, will be accessible only to those team staff members wearing the corresponding upgrade cards, with the following quota. For IBU and Junior-Cup from the season 2022/23 onwards, no more upgrade cards for teams will be handed out. It's duty of team members and Race Director to control arise of people in those areas.

4 A 2 x + 2 x STAFF NO DISTINCTION MEN/WOMEN ANY MORE

4 B 2 x + 1 x STAFF NO DISTINCTION MEN/WOMEN ANY MORE

3 A minimum 2, max. depending on male or female entry quota (higher number defined number of cards)



produced by SIWIDATA



distributed by SIWIDATA at Accreditation Office

WCH

WC

5.2 Upgrade cards for Supplying Partners

Service staff of the IBU supplying partner companies, will be issued 4A and 4B cards, two each per IBU Gold partner and one each per IBU Silver Partner.

Keep their upgrade cards for upcoming events.



produced by SIWIDATA



distributed by SIWIDATA at Accreditation Office

WCH

WC

SBWCH

OECH

IBU CUP

YJWCH

5.3 Upgrade cards for media & TV/Radio

The HB receives the following upgrade cards: Access to zones 4 A and 4 B will only be permitted with a white HB bib (see Point 9e below)

6 x 1

6 x 5 for WCHs and WC's (normally covered by White HB Bib - only 2 cameras at a time-cards just as reserve)

10 x 6

10 x 7

10 x 9c

Each RHB receives the following upgrade access cards (not more than the number of crew members announced)

6 x 1

4 x 6 for RHB with an own OB Van 2 x 6

for RHB without OBVan

(upon coordination with EBU TV Delegate)

4 x 7 for RHB with an own OB Van 2 x 7

without OB Van

(upon coordination with EBU TV Delegate)

50 x 9c at WC, 60 x 9c at WCH

HB / RHB

4 x All area

For more infos regarding upgrade cards see table summary on page 17.



produced by SIWIDATA in biological PVC.



distributed by EBU TV Delegate

WCH

WC

5.4 Upgrade cards All-area

ALL-AREA Cards are available for each of those parties as listed below (IBU; HB/RHB, Infront, OC). They are meant to enable clearly identified persons from those three parties to take them on a guided tour through the venue to all areas as agreed with the IBU (area 8 is not permitted). Such visitors are not allowed to go on their own and/or to stay for a longer time in these areas.



produced by SIWIDATA



For IBU, Infront distributed by SIWIDATA at Accreditation Office, for HB/RHB via TV Delegate, OC via OC at Accreditation Office

WCH

WC

5.5 Upgrade cards Race Director

These cards are produced for the WC Race Director only, to allow him to give sport-related visitors tours (for example visitors from Olympic venues) for their information and development.



produced by SIWIDATA



distributed by SIWIDATA at Accreditation Office

TABLE SUMMARY

Event	Access	Recipient	Number
1 WCH	All Area	IBU (GS/SD)	10
2 WCH	All Area	Infront	10
3 WCH	All Area	OC	10
4 WCH	All Area	HB/RHB	4
5 WCH	All Area	IBU RD	10
6 WCH	3 C	IBU RD	5
7 WCH	3 B	per NF*	Rule 1.8.2.1*
8 WCH	4 A	per NF	2
9 WCH	4 A STAFF	per NF	2
10 WCH	4 B	per NF	2
11 WCH	4 B STAFF	per NF	1
12 WCH	4 a	per IBU Supp.Part.	Silver1/Gold 2
13 WCH	4 b	per IBU Supp Part.	Silver1/Gold 2
14 WCH	1	HB	6
15 WCH	1	RHB	6
16 WCH	5	HB	6
17 WCH	6	HB	10
18 WCH	6	RHB	6
19 WCH	7	HB	10
20 WCH	7	RHB	6
21 WCH	9c	HB	10
22 WCH	9c	RHB	60
23 WCH	9a, 9b, 9c, 9d	IBU	5

Event	Access	Recipient	Number
1 WC	All Area	IBU (GS/SD)	10
2 WC	All Area	infront	10
3 WC	All Area	HB/RHB	4
4 WC	All Area	OC	10
5 WC	All Area	IBU RD	10
6 WC	3 C	IBU RD	5
7 WC	3 B	per NF*	Rule 1.8.2.1*
8 WC	4 A	per NF	2
9 WC	4 A STAFF	per NF	2
10 WC	4 B	per NF	2
11 WC	4 B STAFF	per NF	1
12 WC	4 a	per IBU Supp.Part.	Silver1/Gold 2
13 WC	4 b	per IBU Supp Part.	Silver1/Gold 2
14 WC	1	HB	6
15 WC	1	RHB	6
16 WC	5	HB	6
17 WC	6	HB	10
18 WC	6	RHB	6
19 WC	7	HB	10
20 WC	7	RHB	6
21 WC	9c	HB	10
22 WC	9c	RHB	50
23 WC	9a, 9b, 9c, 9d	IBU	5

Event	Access	Recipient	Number
1 OECH	1	HB	6
2 OECH	1	RHB	3
3 OECH	6	HB	10
4 OECH	7	HB	10
5 OECH	4A	per IBU Supp.Part.	Silver1/Gold 2
6 OECH	4B	per IBU Supp Part.	Silver1/Gold 2
7 OECH	9a, 9b, 9c, 9d	IBU	5

Event	Access	Recipient	Number
1 IBU Cup	1	HB	6
2 IBU Cup	1	RHB	3
3 IBU Cup	6	HB	10
4 IBU Cup	7	HB	10
5 IBU Cup	4A	per IBU Supp.Part.	Silver1/Gold 2
6 IBU Cup	4B	per IBU Supp Part.	Silver1/Gold 2
7 IBU Cup	9a, 9b, 9c, 9d	IBU	5

*only with TV coverage

Event	Access	Recipient	Number
1 YJWCH	1	HB	6
2 YJWCH	1	RHB	3
3 YJWCH	6	HB	10
4 YJWCH	7	HB	10
5 YJWCH	4A	per IBU Supp.Part.	Silver1/Gold 2
6 YJWCH	4B	per IBU Supp Part.	Silver1/Gold 2
7 YJWCH	9a, 9b, 9c, 9d	IBU	5

Event	Access	Recipient	Number
1 J CUP	4A	per IBU Supp.Part.	Silver1/Gold 2
2 J CUP	4B	per IBU Supp Part.	Silver1/Gold 2
3 JCUP	9	IBU	5

Event	Access	Recipient	Number
1 SuWCH	3 B	per NF*	Rule 1.8.2.1*
2 SuWCH	4 A	per NF	2
3 SuWCH	4 A STAFF	per NF	2
4 SuWCH	4 B	per NF	2
5 SuWCH	4 B STAFF	per NF	1
9 SuWCH	1	HB	6
10 SuWCH	1	RHB	3
11 SuWCH	6	HB	10
12 SuWCH	7	HB	10
13 SuWCH	9a, 9b, 9c, 9d	IBU	5

* According to Article 1.8.2.1 of the IBU Event & Competition Rules, each NF is allowed to have the same amount of coaches within the 3B as athletes entered in the competition (same as team's entry quota), but not less than 2 (if they have entered just one athlete, two coaches are allowed)

6. LANYARDS

WCH

WC

At WCH and World Cup events, accreditation lanyards are produced to hold the accreditation cards, featuring the design as shown below and with two clips.

FRONT



BACK



produced by Infront



They are available from SIWIDATA on venue at the accreditation office, and beforehand by directly contacting Infront.

SBWCH

OECH

IBU CUP

YJWCH

JUN CUP

JOECH

The respective OCs are responsible for providing a sufficient number of lanyards. The lanyards may display NF/OC advertising in the dimensions stated in the IBU Advertising Rules (to be agreed with the respective responsible RDs (Annex 1)).

The lanyards must be provided with two hooks like in the example above. In case of technical questions, and to coordinate the details as number of lanyards, OCs should please contact SIWIDATA.

7. BIBS

The following Bibs are distributed to the different groups to be used for better and clear identification on far distance and for Athletes and Team Members to use the venue sport areas for training and competition.



produced by Infront

7.1 Athletes and Team Members



distributed by SIWIDATA at Accreditation Office

7.2 Partner/supplier

WCH
WC



distributed by SIWIDATA at Accreditation Office

7.3 Photographers

All photographers need to wear a bib during acting on venue - priority bibs are mainly needed to enter 9D area right of shooting range

WCH
WC



Distribution by
IBU Photo Manager at
Media Center

OECH
IBU CUP



Distribution by
IBU Media
Manager
IBU Cup



JOECH
JUN CUP



Distribution by
IBU (Social)
Media Manager
IBU Junior Cup



7.4 TV / RHB / NRH

WCH
WC

10



TV Bib for Reporters/Commentators of HB/RHB who want to use the course during non-competition times in coordination with IBU Race Director



distributed by SIWIDATA at
Accreditation Office

Bib for ENG Camera Team of RHB



distributed by SIWIDATA at
Accreditation Office as per
EBU TV Delegate
indications.

7.5 Stadium Production

WCH

WC

10



Bib for Giant Screen production team of OC.



distributed by SIWIDATA at
Accreditation Office
according to indications of
EBU TV Delegate

OECH

IBU CUP



Distribution by
IBU Media
Manager
IBU Cup



7.3 cm

JOECH

JUN CUP



Distribution by
IBU (Social)
Media Manager
IBU Junior Cup



7.6 White bibs

White bibs are intended for HB/RHB camera operators and HB/RHB staff giving them the right to access to following areas:

- 2 Course
- 3A Shooting range ramp/penalty loop
- 4A Warm area
- 4B Finish exit area
- 5 Start/finish area
- 9C Shooting range media area



The EBU TV delegate will hand out the white bibs to the HB (and RHB) at the venue



8. ARMBANDS

WCH

WC

The IBU provides the following armbands for IBU WCH's and WC Events:

These armbands are basically only meant to indicate the different functions but do NOT give any additional access, apart from the individual accreditation.



ONLY the NF Media Manager/Officer armband does give the bearer the additional access to the Athletes' corridor starting from between end of the finish zone (Area 5) and towards finish exit zone (Area 4B) mainly to coordinate athletes and coaches' media activities in front of the Mixed Zone (MZ) and to be able to bring athletes from 4A and/or 4B to the media/TV. This armband can only be given to NF officials who are registered as media staff and upon request.



Produced by the IBU



Available from the IBU CD at the venue



9. VOUCHER

WCH

WC

If you need printed vouchers please contact Siwidata two months before the event. VIP vouchers are produced for the needs of the OCs and for the contractual contingent specified in the IBU-OC EHD and OC-Infront contracts. They are non-personalized access cards giving access to the basic venue and the VIP area for one particular day.

They show the access date, the company/sponsor they have been issued for (such as for example BMW, Viessmann, Infront etc.), the contingent the VIP Access is booked within (IBU, Infront, OC) and a unique barcode for scanning on venue.



Produced by SIWIDATA



Available from SIWIDATA 2-3 months before the event



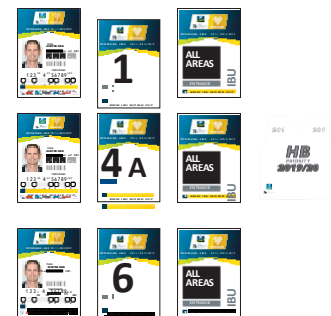
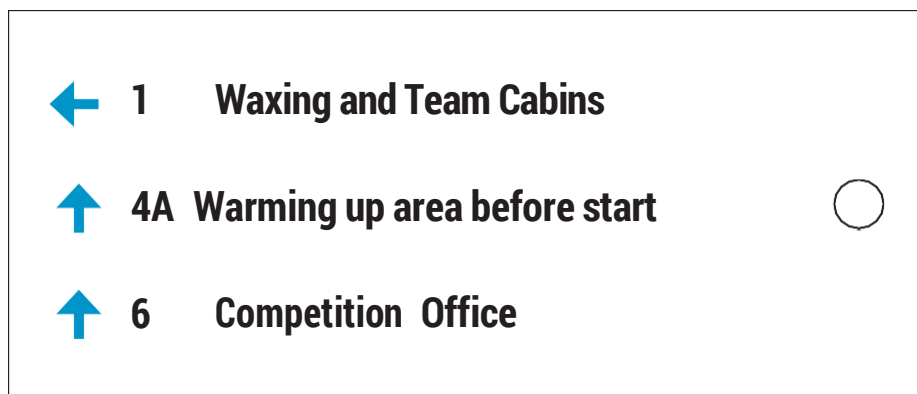
10. ACCESS ZONES SIGNPOSTING + ON VENUE ACCREDITATION/LOGISTICS

WCH	WC	SBWCH	OECH	IBU CUP	YJWCH	JUN CUP	JOECH
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On venue the signposting is crucial and should state what areas can be reached by walking in the different directions, and show the same numbers the bearer of the accreditation has on his/her accreditation card or upgrade card.

In addition, bearers of All-Area cards (who must be guided and accompanied by a clearly specified person from one of the four possible groups: IBU, LOC, EBU and Infront) would have access during their tour.

Areas that are accessible by a white bib should be marked with a white sticker (bordered with a black line if the sign is on white ground).



10.1 Location of accreditation office

For many pre-announced and registered group members, the accreditation office will be as listed under Point 3.3 for stakeholders and visitors, it is the first point of contact at the event. Therefore it needs to be easy to find, well signposted within the community, and described in the relevant pre-information, invitations and online media/website of the respective Event/OC.

The office should be reachable without any restrictions and a certain minimum number of short-term parking spaces and a drop-off zone for OC shuttle buses must be available right next to the entrance of the accreditation office.

The accreditation office must be in a lockable room that ensures the proper storage of the whole set-up and materials outside of the opening hours.

The room should have windows and daylight.

The accreditation office could be in the same room as other OC logistic offices, as long as there is no conflict with other/different opening hours and the security of the accreditation materials is guaranteed.

In case other offices and OC operations are planned in the same room, the sizes for the accreditation office given under Point 14.2 must still be respected and a smooth, quiet environment should ensure professional cooperation and operation on site.

10.2 Office set-up and hardware

The sketches below show a well-working set-up of the accreditation offices at different IBU Events. The set-ups are best-practice examples and can be changed depending on the different venue and room conditions.

WCH

WC

Technical hardware provided by SIWIDATA

- 3 - 4 Laptops
- 3 - 4 Printers
- 3 - 4 Digital cameras
- 3 - 4 Tripods
- 3 - 4 Photo background roll-up
- 2 Optional signposting roll-ups

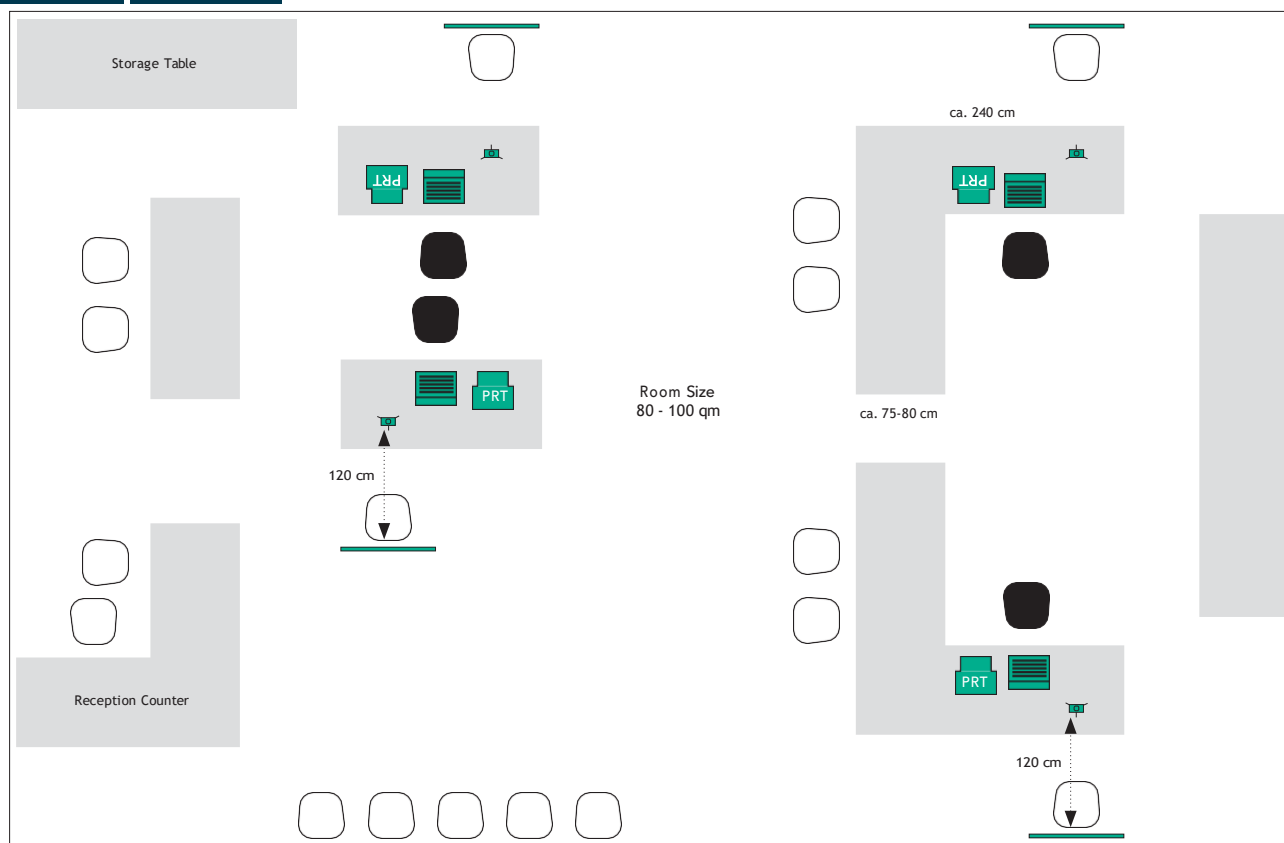
Material/infrastructure provided by OC

- Room
- Electricity (stable and permanent)
- Lights
- Tables (number and sizes as shown in sketch)
- Minimum of two swivel chairs*
- Sufficient chairs (approx. 12-20)
- Internet connection

* Swivel chairs are needed for the SIWIDATA staff due to the 4 month ongoing season and long office hours.

WCH

WC



SBWCH**OECH****IBU CUP****YJWCH****JUN CUP****JOECH**

Technical hardware provided by SIWIDATA

2 Laptops

2 Printers

2 Digital cameras

2 Tripods

1 Photo background roll-up

Material/infrastructure provided by OC

Room

Electricity (stable and permanent)

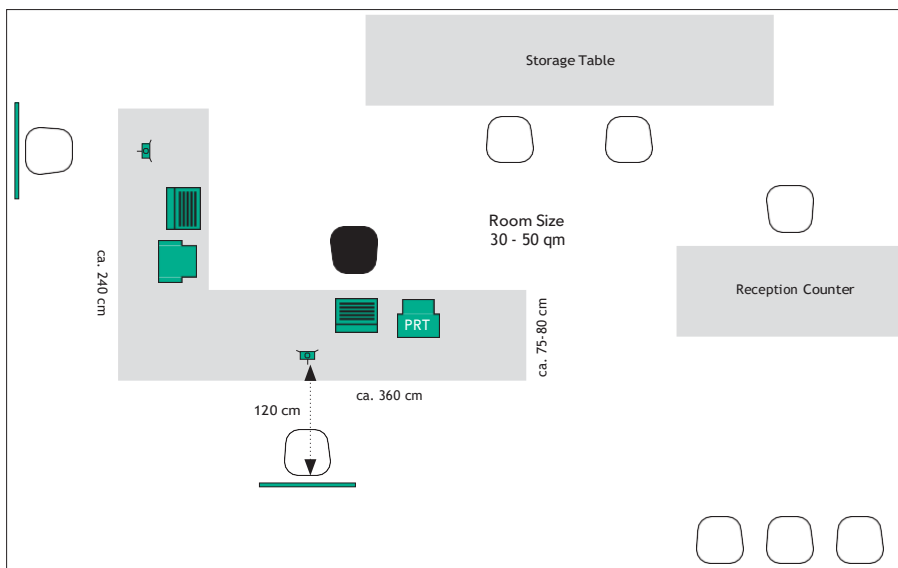
Lights

Tables (number and sizes as shown in sketch)

Minimum of one swivel chair*

Sufficient chairs (approx. 6-10)

* Swivel chairs are needed for the SIWIDATA staff due to the 4 month ongoing season and long office hours.

SBWCH**OECH****IBU CUP****YJWCH****JUN CUP****JOECH**

10.3 IT and telecommunications

Due to the cloud-based accreditation system, a stable and strong internet connection is essential and crucial for the smooth operation of the accreditation.

A LAN connection is preferred - WLAN is an option, but it must ensure enough undisturbed capacity and stability.

The accreditation office must be provided free of charge with a landline telephone, fax and a photocopying machine for individual copies (no mass copies).

WCH**WC**

10.4 Accreditation office signposting and roll-ups

The OC should ensure proper signposting for all those who are potentially looking for the accreditation, both outside (leading to the building) and within the building where the accreditation office is situated.



11. SIWIDATA SERVICES

(with relevance to event accreditation, preparation and operation)

Contact of Siwidata:

Dominik Collazuol

+39 334 7073532

dominik@siwidata.com / biathlon@siwidata.com

WCH	WC	SBWCH	OECH	IBU CUP	YJWCH	JUN CUP	JOECH
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The IBU accreditation firm SIWIDATA is responsible for the preparation of season, the realization on venue and the post-evaluation of the event in the area of the accreditation at the respective IBU events (Point 2) based on the ASC with the following services, at no cost to the respective OCs.

SIWIDATA is deploying qualified staff experienced at biathlon events. SIWIDATA will send up to three staff at WCH, two at WC and YJWCH (part time) and for all other IBU events one staff member. Staff will be present on venue for the following days:

Event	Days on site	Number of SIWIDATA staff on site
WCH	16	2-3
WC 1	12	2
WC others	7	2
YJWCH	11	1-2
OECH	9	1
IBU Cup	6	1
IBU JOECH	6	1
IBU Junior Cup	4	1
SB WCH's	6	1

On the above days, SIWIDATA will provide the technical equipment as listed under Point 14.2

Any deviations from the above and/or additional days can be coordinated between the OC, IBU and SIWIDATA.

- 11.1 SIWIDATA will provide the current season's OCs with online access to their respective event and their accreditation data.
- 11.2 Data updating as far as SIWIDATA has knowledge of changes
- 11.3 Interface to IBU IT and data provider SIWIDATA via online team registration tool/IBU Member Center and IBU Partner Accreditation Tool. Data exchange and update of data after registration on venue.
- 11.4 Operation of the IBU Media Tool.
- 11.5 Processing of applications by new team officials (info to IBU)
- 11.6 Production of the season accreditation cards for the 9 WCs in accordance with the ASC in coordination with IBU and Infront (the latter for advertising) with picture ID and barcode.
- 11.7 Production of event accreditation cards for all events in accordance with the ASC in coordination with OC, IBU and Infront, with picture ID and barcode.
- 11.8 Provision of accreditation card templates for OC's (except Junior Cup) for preprinted OC staff and leadership

accreditations before the events can be obtained at SIWIDATA beforehand after coordination and in case a well SIWIDATA IT system educated / trained OCal accreditation team is established) at the earliest 6 weeks before start of the event

- 11.9 Production of the Upgrade cards in accordance with the ASC
- 11.10 Production of VIP vouchers for OCs (WCHs up to 2,500, WCs up to 1,500; more upon request)
- 11.11 Online access for OCs to the accreditation portal for optional pre-accreditation of the OC groups (group 7 and 8)
- 11.12 Online booking option for OCs' VIP contingents (WCH and WC)
- 11.13 Provision of daily statistics on use of VIP access at WCHs and WCs on competition days and distribution to OC and IBU
- 11.14 Provision of an event accreditation analysis at the end of an event for the OC before departure of SIWIDATA
- 11.15 Administration and hand-out of team bibs and SADs to the teams in coordination with the respective Race Directors.
- 11.16 Administration and hand-out of the TV bibs and Upgrade cards in coordination with the IBU Race Directors and the EBU.
- 11.17 Distribution of parking passes in accordance with the existing contracts such as IBU EHD and Infront contracts, based on the capacities and instructions of OC, IBU and EBU/HB for:

IBU	OC and IBU
NF teams	OC
IBU Supplying Partners	OC and IBU TV
and radio	OC and EBU
Media	OC
SIWIDATA	OC and IBU

12. OC TASKS WCH / WC

	WCH	WC
12.1	The OC must appoint a OCal Head of Accreditation and state his/her contact details in the invitation to the respective event. He/she will contact SIWIDATA at least three months before the event. It is his/her responsibility to support SIWIDATA in its provision of services on behalf of the IBU.	
12.2	The opening hours of the accreditation office must be coordinated with the IBU World Cup Race Director (Annex 3) and SIWIDATA on the basis of the arrival days and competition times, and published in the official invitation.	
12.3	For the duration of the event, the OC Head of Accreditation must be available as a point of contact in the office for people contacting the accreditation office both OCally and nationally, as well as for SIWIDATA during opening hours. The OC Head of Accreditation must be authorized and empowered by the OC to make the necessary decisions on site.	
12.4	At least two OC staff members (three at WCH) will be provided at no cost to assist SIWIDATA for the entire duration of the event.	

- 12.5 The OC will provide a suitable facility for the accreditation office and furniture such as desks, chairs and counters as shown under Point 14 by coordinating in advance (3-6 months before the start of the event) and consulting with the responsible Race Director and SIWIDATA.
For details, see Point 14 of this ASC.
- 12.6 During the time SIWIDATA staff and their equipment are present on site, the OC is responsible for the(ir) security.
- 12.7 The OC will set up the accreditation zones as stated under Point 3 of this ASC. Media areas must be coordinated with the IBU Communications Director (see Annex 3).
- 12.8 SIWIDATA is to be notified of the names and details of members of OC groups no later than 3 days before arrival at the event.
- 12.9 The OC must support SIWIDATA in terms of transport to and from the event e.g. by providing complimentary shuttle services to and from the airport, and shuttle services at the venue.
- 12.10 If a charter flight or other flights are organized for the event, SIWIDATA will be granted the same conditions as the NF athletes for up to two of its staff and their baggage and equipment.
Flight travel and cargo costs will be covered by the IBU.
- 12.11 Reservation of maximum two single rooms (at times 3 at WCH) for IBU accreditation company or team in a 3-4* hotel with half board, with the same prerequisites as for the teams but preferably in the IBU hotel.
Costs for accommodation with half-board will be covered by the IBU. Booking will be done by the IBU.
- 12.12 At lunch, complimentary warm and cold snacks and drinks are to be served in the accreditation office, as the staff will not be able to leave the office during opening times. Cost for meals on venue/in the accreditation office will be covered by the OC.
- 12.13 One parking permit and space are to be provided right next to the accreditation office for SIWIDATA, in case SIWIDATA staff are traveling to the event by car.
- 12.14 The OC guarantees available VIP spaces (issued and realized by SIWIDATA):
For the IBU:
65 VIP entry passes (100 at WCH) per day of every competition with the authorization to access the respective VIP area (tent, building and grandstand) by placing the VIP zone on the individual accreditation (Point 3 f and 4) or by issuing VIP vouchers (Point 12)
For the EBU:
20 VIP entry passes per day of every competition with the authorization to access the respective VIP area (tent, building and grandstand) by placing the VIP zone on the individual accreditation (Point 3 f and 4) or by issuing VIP vouchers (Point 12)
For Infront:
35 VIP entry passes (WC and WCH) per day of every competition with the authorization to access the respective VIP area (tent, building and grandstand) by placing the VIP zone on the individual accreditation (Point 3 f and 4) or by issuing VIP Vouchers (Point 12).

13. OC TASKS SBWCH / OECH / IBU CUP/ YJWCH / JOECH / JUNIOR CUP

SBWCH

OECH

IBU CUP

YJWCH

JUN CUP

JOECH

- 13.1 The OC must name a OC contact person/coordinator for SIWIDATA (at OECH and YJWCH, normally "Chief of Accreditation"). He/she will contact SIWIDATA at least three months before the event. It is his/her responsibility to support SIWIDATA in its provision of services on behalf of the IBU.
- 13.2 The opening hours of the accreditation office must be coordinated with the responsible IBU Race Directors (Annex 1) and SIWIDATA on the basis of the arrival days of the teams and competition times, and published in the OC's official invitation.
- 13.3 For the duration of the event, one capable OC person must be available as a point of contact in the office for people contacting the accreditation office both OCally and nationally, as well as for SIWIDATA during opening hours. That person must be authorized and empowered by the OC to make the necessary decisions on site.
- 13.4 At least one English-speaking person (two people at YJWCH and OECH) will be provided by the OC at no cost to assist SIWIDATA for the entire duration of the event.
- 13.5 The OC will provide a suitable facility for accreditation, and furniture such as desks, chairs and counters as shown under Point 14 by coordinating in advance (2-3 months before start of the event) and consulting with the responsible Race Directors and SIWIDATA.
- For details, see Point 14 of this ASC.
- 13.6 During the time SIWIDATA staff and their equipment are present on site, the OC is responsible for the(ir) security.
- 13.7 The OC is responsible for a sufficient number of lanyards for all event accreditations (final number has to be agreed upon beforehand with SIWIDATA). The lanyards may display NF/OC advertising in the dimensions stated in the IBU Advertising Rules (to be agreed with the respective responsible RDs (Annex 3).
- 13.8 The OC will set up the accreditation zones as stated under Point 3 of this ASC. Sport, media and hospitality areas must be coordinated with the responsible IBU Race Directors (see Annex 3).
- 13.9 SIWIDATA is to be notified of the names and details of members of OC groups no later than 3 days before arrival at the event.
- 13.10 The OC must support SIWIDATA in terms of transport to and from the event e.g. by providing complimentary shuttle services to and from the airport, and shuttle services at the venue.
- 13.11 If a charter flight or other flights are organized for the event, SIWIDATA will be granted the same conditions as the athletes of the NF for its staff members, baggage and equipment.
- 13.12 Reservation by the OC of one single room (2 at times at YJWCH) for one (2 at times at YJWCH) SIWIDATA staff member(s) in a 3-4* hotel with half board near the stadium/accreditation office.
- Costs for accommodation with half-board will be covered by the IBU. Booking will be done by the IBU.
- 13.13 At lunch, complimentary warm and cold snacks and drinks are to be served in the accreditation office, as the SIWIDATA staff member(s) will not be able to leave the office during opening times.
- Cost for meals on venue/in the accreditation office will be covered by the OC.
- 13.14 One parking permit and space are to be provided right next to the accreditation office for SIWIDATA, in case SIWIDATA staff are traveling to the event by car.

14. TIMETABLE FOR ACCREDITATION PREPARATIONS AND ON VENUE OPERATIONS

Should act as a rough guideline for the preparations for the accreditation of the event:

01 July: Provision of the name of the Chief of Accreditation (WCH, WCs, YJWCH, OECH, SBWCH) / name of contact for accreditation issues (IBU Cup, JOECH, Junior Cup)

01 August: (WCHs and WCs) Provision of OC logos to SIWIDATA and logos of Infront sponsors by Infront

15 August: (WCH and WCs) Coordination of layout/design of the accreditation cards between IBU RD, Infront, OC and SIWIDATA with a draft provided by SIWIDATA

01 September: Opening of the Media Data portal

01 October: Opening of the IBU TV member center

3 months prior to the event: (YJWCH, OECH, IBU Cup, JOECH, Junior Cup, SWCH) Provision of OC logos to SIWIDATA

2 months prior to the event: (YJWCH, OECH, IBU Cup, JOECH, Junior Cup, SWCH) Coordination of layout/design of the accreditation cards between IBU RDs, OC and SIWIDATA with a draft provided by SIWIDATA

Deadline for media applications as agreed between the OC and IBU; the default time is between one week and 14 days; maximum 1 month for WC and 3 months for WCH.

3 months prior to the event: (WCH and WCs only) Provision of the VIP Vouchers

6 weeks prior to the event: Optional provision of the accreditation cards to the OC for group 7 and 8 (OC Leadership and OC staff) for their own print-out

The opening times of the accreditation office must be coordinated with the responsible IBU Race Directors (Annex 1) and SIWIDATA far in advance of the event on the basis of the arrival days and competition times, and published in the official OC invitation.



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