

INTERNATIONAL WEIGHTLIFTING FEDERATION

IWFF

GUIDELINES



IWF

MEETING
LOGISTICS
CHART



IWF MEETING LOGISTICS CHART



GENERAL SERVICES

Appropriate signage and directions - on boards or digital

Volunteer help needed

WiFi everywhere

Sockets, extension cables, distributors as per demand

Day -1 = Verification Day

Day 0 = Congress Day

Day 1 = 1st Competition Day

*With IWF flag or logo can be projected digitally

MEETING TYPE	TIMING/DAY	DURATION	PARTICIPATION NUMBER	LAYOUT	FURNISHING	TECHNOLOGY	STATIONARY	COFFEE BREAK / CATERING	SERVICES	EXTRA
Joint meeting of 3 IWF Committees (TC+MC+CRC)	Day -3	10:00-11:00	45-50	Classroom or large U-shape with head for 5	Tables Chairs (office)	5 mics at head table 2 cordless mics Flip-chart Projector & screen Audio system	Pens Notepads	Water + glasses on table Coffee break (in- or outside room)	1 staff/volunteer to stand by	Board/Sign of meeting title* Decent flower/decoration
IWF Technical Committee Meeting	Day -3	11:00-18:00	15	U-shape with head for 3	Tables Chairs (office)	3 mics for head Minimum 1 mic/2 persons 1 cordless Flip-chart Projector & screen Audio system	Pens Notepads	Water + glasses on table Coffee break (in- or outside room)	1 staff/volunteer to stand by	Board/Sign of meeting title* Decent flower/decoration
IWF Medical Committee Meeting	Day -3	11:00-18:00	15	U-shape with head for 3	Tables Chairs (office)	3 mics for head Minimum 1 mic/2 persons 1 cordless Flip-chart Projector & screen Audio system	Pens Notepads	Water + glasses on table Coffee break (in- or outside room)	1 staff/volunteer to stand by	Board/Sign of meeting title* Decent flower/decoration
IWF Coaching & Research Committee Meeting	Day -3	11:00-18:00	15	U-shape with head for 3	Tables Chairs (office)	3 mics for head Minimum 1 mic/2 persons 1 cordless Flip-chart Projector & screen Audio system	Pens Notepads	Water + glasses on table Coffee break (in- or outside room)	1 staff/volunteer to stand by	Board/Sign of meeting title* Decent flower/decoration
IWF Executive Board Meeting	Day -2 & Day -1	10:00-13:00 Lunch Break 15:00-20:00	30	U-shape with head for 3 2 tables for 4 each	Deep enough conference tables Comfortable chairs Elbow room	3 mics for head Minimum 1 mic/2 persons 1 cordless Flip-chart Projector & screen Audio system Audio recording of sessions	Folders Notepads Pens Nameplates Box for balloons	Water + glasses on table Coffee break (in- or outside room) Refreshed 2 times a day	1 staff/volunteer to stand by In-room technician for recording and emergency	Board/Sign of meeting title* Decent flower/decoration
Verification of Final Entries	Day -1	18:00-19:00	80-90	Classroom style Head table for 5	-	Mics for head table, 1 portable Projector Screen Audio for room	Pens Notepads	Water Soft drinks Coffee break optional	Min. 2 volunteers to assist interpretation	Board with meeting's name* Interpretation
Registration of delegates for Congress	Day 0	08:00-09:50	10	1 large /long table with chairs outside Congress hall	-	-	-	-	Volunteers Welcome service	Location and setup to be assigned Signage needed
IWF Congress	Day 0	10:00-17:00	200	Classroom style with corridors Elevated head table for 10-12 Speaker's podium for presenters Extra table for IWF staff	Comfortable conference style seating Extra table for trophies	Mics for each at head table 3 cordless portables Presenter's gear Screen(s) LCDs for good visibility by all Simultaneous translation equipment Headphones	Pens Notepads oblig. Folders optional Nameplates Country tables as per agreement	Water on tables Coffee breaks 1 or 2 outside Conf. Hall	Audio/video technicians & volunteers on standby throughout Congress Crew of simultaneous interpreters as per languages required	Elegant conference hall Decoration (setup the night before) Consider small gifts, souvenirs
Technical Officials' Meeting	Day 0 & Day 4/5	16:00-17:00 or TBA	80	Theatre style or classroom style Head table for 4-5	-	Min. 3 microphones Projector Sound	Pens Notepads Gifts for ITOs optional	Water/Soft drinks Coffee break optional	Volunteers, technician	Location to be decided: TO hotel/competition venue
Press Conference	Day 0/1 ?	TBA	as per interest by media	Usual press conference style	-	Audio	-	-	Interpreter(s)	-
IWF Office	From -5 to Day 9	24 hours	10	Office style workplaces	Desks Chairs Storage space	Multi-functional high capacity colour printer Office stationary	Standard office stationary Lots of copy papers	Permanent coffee break installed in the room for self service	2 volunteers on standby Technical staff on call	From Day -4 to Day 0 at hotel From Day 1 to Day 9 at Comp. Venue
President's Office	From arrival to last day	10:00-22:00	1+6	Office + meeting room style	Elegant and practical	TV/monitor of competition	Minimum standard	Permanent coffee break installed in the room for self service / or serviced from IWF Office	-	Adjoining rooms with IWF Office
General Secretary's Office	From arrival to last day	10:00-22:00	1+6	Office + meeting room style	Elegant and practical	TV/monitor of competition	Minimum standard	Permanent coffee break or service on call	-	Adjoining rooms with IWF Office
IWF Education Seminars	TBA	-	80	Classroom Headtable for 4-5	-	Microphones 2+2 Presentation gear	Pens Notepads	Water/Soft drinks Coffee break to be agreed	Volunteers Techn. Staff Interpreters	-
Commission meetings	TBA	-	10-15	U-shape or round table	-	Microphones 2+2 Presentation gear	Pens Notepads	Water/Soft drinks Coffee break to be agreed	-	-
Hearings	TBA	TBA	TBA	U-shape with head for 3	Tables Chairs	One computer (PC, not notebook) 1 printer	Pens Notepads	Water/Soft drinks Coffee break to be agreed	-	-