

## Contact information

Organiser contact information	
Phone	General: <a href="tel:+358503317279">+358 50 331 7279</a>
E-mail	General: <a href="mailto:teamservice@lahtiskigames.com">teamservice@lahtiskigames.com</a> , Entries: <a href="mailto:entries@lahtiskigames.com">entries@lahtiskigames.com</a> , Accommodation: <a href="mailto:arja.heinamaki@lahtiregion.fi">arja.heinamaki@lahtiregion.fi</a>
Address	Salppuri Oy, Urheilukeskus/ Veikko Kankkosen raitti, Salpausselänkatu 8, 15110 Lahti, Lahti
Website	<a href="https://lahtiskigames.com/">https://lahtiskigames.com/</a>
Social media	<a href="https://www.instagram.com/lahtiskigames">https://www.instagram.com/lahtiskigames</a> , <a href="https://www.facebook.com/lahtiskigames">https://www.facebook.com/lahtiskigames</a> , <a href="https://twitter.com/lahtiskigames">https://twitter.com/lahtiskigames</a>

Officials	
FIS Technical Delegate	Jakub Tejchman (CZE)
	Sanna Peterson Hallberg (SWE)
FIS Race Director	Michal Lamplot (FIS) <a href="mailto:lamplot@fis-ski.com">lamplot@fis-ski.com</a>
Chief of Competition	Raiko Pousi (FIN) <a href="mailto:raiko.pousi@lhs.fi">raiko.pousi@lhs.fi</a>
Sport	Tami Kiuru (FIN) <a href="tel:+358503317279">+358503317279</a> <a href="mailto:tami.kiuru@lahtiskigames.com">tami.kiuru@lahtiskigames.com</a>
Accommodation	Arja Heinämäki (FIN) <a href="tel:+358405572646">+358 40 557 2646</a> <a href="mailto:arja.heinamaki@lahtiregion.fi">arja.heinamaki@lahtiregion.fi</a>
Transportation	Saila Simola (FIN) <a href="tel:+358447672132">+358 44 767 2132</a> <a href="mailto:transportation@lahtiskigames.com">transportation@lahtiskigames.com</a>
Transportation	Shuttle buses <a href="tel:+358447672154">+358 44 767 2154</a>
Wax Cabins	CC Team info <a href="tel:+358447672143">+358 44 767 2143</a>
Truck driving permissions	Kalle Lepistö (FIN) <a href="tel:+358500496691">+358 50 049 6691</a>
Finances	Pauliina Brandt (FIN) <a href="tel:+358406526676">+358 40 652 6676</a>

## Event schedule

Event schedule (LOC times)			
29.02.2024	Event	Location	Races
10:00	Training	10:00-12:00	1 Mar - WC Women's Tsp 1 Mar - WC Men's Tsp
17:00	Team Captains' Meeting	Ski museum auditorium / online	1 Mar - TSPQ Women's TSPQ 1 Mar - TSPQ Men's TSPQ 1 Mar - WC Women's Tsp 1 Mar - WC Men's Tsp

01.03.2024	Event	Location	Races
14:45	Competition start	Indian Hill Sprint 1,3km	1 Mar - TSPQ Women's TSPQ 1 Mar - TSPQ Men's TSPQ
16:45	Competition start	Indian Hill Sprint 1,3km	1 Mar - WC Women's Tsp 1 Mar - WC Men's Tsp
19:30	Team Captains' Meeting	Ski museum auditorium / online	2 Mar - WC Women's 30k 2 Mar - WC Men's 30k
02.03.2024	Event	Location	Races
10:00	Competition start	5km (North 2,5km + South 2,5km)	2 Mar - WC Women's 30k
13:00	Competition start	5km (North 2,5km + South 2,5km)	2 Mar - WC Men's 30k
17:00	Team Captains' Meeting	Ski museum auditorium / online	3 Mar - SPWQ Women's SP 3 Mar - SPWQ Men's SP 3 Mar - WC Women's SP 3 Mar - WC Men's SP
03.03.2024	Event	Location	Races
10:15	Competition start	Karpalo Sprint	3 Mar - SPWQ Women's SP 3 Mar - SPWQ Men's SP
12:45	Competition start	Karpalo Sprint	3 Mar - WC Women's SP 3 Mar - WC Men's SP

## Entries

The FIS Online Registration System must be used to register the participating teams.

Preliminary entry counts as wax cabin booking. An extra wax cabin must be ordered using the entry system.

Preliminary entries: **05.01.2024**

Entries: **22.02.2024**

## Accommodation

Teams and SRS companies must use the FIS online booking system by requesting the number of rooms, SGL / DBL with full board, and arrival and departure dates. NSA who are not using the online system and do not respect the deadlines are losing their rights to World Cup prices and/or conditions.

The OC will cover accommodation costs according to the reimbursement lists in the rules.

- Teams will be directly responsible for over-quota accommodation costs to the OC.
- Over-quota accommodation will be invoiced and can be paid on-site with a credit card at the accommodation office or via bank transfer.
- Travel Money will be reduced from the accommodation invoice.
- Please provide your invoice address to arja.heinamaki@lahtiregion.fi before the pre-entry deadline.

Cross-Country teams are accommodated at the Vierumäki Resort area.

## Cancellation rules and fees

For more information, please look at article 5.1.1 of the Cross-Country World Cup rules.

- A cancellation fee of 100% will be charged for cancellations made between 8 days before the first competition or until the end of the events (departure date chosen by the team).
- For other cancellations exceeding the allowed limit stated in the rules, the LOC will charge a 100% cancellation fee.

Teams/SRS are responsible for cancelling rooms if not needed. Preliminary entry counts as booking.



**The accommodation office** is at the Cross-Country service area building.

Arja Heinämäki, arja.heinamaki@lahtiregion.fi +358 40 557 2646

Opening times:

Thu 29.2. 11-19

Fri 1.3. 9-19

Sat 2.3. 9-17

Sun 3.3. closed

## Team's lunch

Lunch reservations for the hotel or venue must be made via FIS online entry by the entry deadline of 22.02.2024.

You need the lunch ticket at the Vierumäki hotels and venue to receive food. Without a ticket, you will not be served.

We will have warm food in the service area from Thursday to Sunday.

Teams: When you check-in, please collect lunch tickets for the whole team from the hotel reception in Vierumäki along with your room keys.

SRS booked accommodation through LOC will receive lunch tickets from the race office at the service area.

Teams and SRS who do not book through the FIS online entry system and make their own arrangements will have to pay for team lunches at the venue. Payment can be made for the CC info with a credit card at 10 EUR per person per day.

Lunch/meal at the Cross Country service area:

Thu 29.2. 11-14

Fri 1.3. 10-17

Sat 2.3. 10-16

Sun 3.3. 10-15

## Accreditation

The FIS Season accreditation, including parking stickers, will be accepted at Lahti Ski Games.

The accreditation office is in the Lahti Hall at the venue. Address: Salpausselänkatu 7, FI-15110 Lahti.

The location has been marked on the venue map.

**The accreditation office** +358 44 767 2130

Opening times:

Tue 27.2. 12-19

Wed 28.2. 9-19

Thu 29.2. 9-19

Fri 1.3. 8-18

Sat 2.3. 8-17

Sun 3.3. 8-13

## Transport

The official airport is Helsinki Airport (94 km from Lahti).

The organising committee will arrange transportation between the airports and the hotels. One free transfer per team from the official airport to the venue and one from the venue to the airport. Teams must send the exact arrival times, flight numbers, and the number of arriving people to the organiser **at the latest eight (8) days before arrival** via the FIS Online Entry system. The cost for extra transportation is as follows: For 1-3 individuals, the price is 50€ per person. For 4-6 individuals, the cost is 200€ per transfer.

### The departure of booked transports

The bus station is in front of the airport terminal at the same level as arrivals. Follow the signs marked "charter" after exiting the gate.

**Team Hosts at the airport:** +358 44 767 2136

**Transportation office:** transportation@lahtiskigames.com, +358 44 767 2132 (also on WhatsApp)

The transportation office is located on the top floor of the Grandstand building.

Opening times:

Tuesday 27.2. 10:00-17:00

Wednesday 28.2. 10:00-18:00

Thursday 29.2. 8:00-20:00

Friday 1.3. 8:00-20:30

Saturday 2.3. 8:00-20:00

Sunday 3.3. 8:00-20:00

### Shuttle

The OC provides a scheduled shuttle service to the teams between the hotels and the stadium. Time schedules are on the event website and can be found at the hotel reception during the event. [lahtiskigames.com/en/team-info/](https://lahtiskigames.com/en/team-info/)

Shuttle bus contact: +358 447672154

For individual requests for shuttle service, please email transportation@lahtiskigames.com.

## Reimbursement

Carrying costs/Reimbursement: Expense sheets will be received in the financial office during the competition weekend or by email: finance@hiihtoliitto.fi. Payments will be made by bank transfer.

Travel Money will be reduced from the accommodation invoice.

**The financial office** is at the Cross-Country service area building.

Opening times:

Thursday 29.2. 10:00-18:00

Friday 1.3. 10:00-18:00

Saturday 2.3. 10:00-18:00

Sunday 3.3. 10:00-14:00

### Reimbursement for FIS Officials

Send expense sheets to finance@hiihtoliitto.fi. Payment will be made via bank transfer.

## Prize money

The prize money payment is according to the World Cup Rules. OC will use a protected FIS database for prize money payment information. Please ensure that all your athletes' data is uploaded to the system before the competition weekend (including Tax codes).

Finnish law does not allow any prize money transfer without indicating the TINs (Tax identification number).

To find your Personal TIN, please follow the instructions provided on this website: <https://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/>.

The income tax is 15% for European and non-European citizens. For US citizens whose fees and expense reimbursements do not exceed \$20,000 per year in Finland, the tax rate is 0%. If athletes request it, the OC will provide a receipt of taxes paid along with the prize money.

Contact [finance@hiihtoliitto.fi](mailto:finance@hiihtoliitto.fi) for prize money questions.

## TOP 3 winners' interview

All media interviews will take place in the mixed zone, no press conferences. The top 3 athletes or team members for VIP interview following the prize-giving ceremony.

## Waxing facilities, Team Areas & offices

The Cross-Country service area is on the way to the ski jumping hills. The field provides waxing facilities for the athletes, while the building below the skiing track houses the Athletes' Rooms and Team Area, which offers food and snacks during its opening hours. Waxing facilities are available in the field.

The Cross-Country service area building houses various offices, including the race and team info office, accommodation, financial, and team host offices.

Address: Suurmäenkatu 4, FI-15900 Lahti.

### Wax cabins:

To access the cabins, you can get the keys from the team info office, which is located together with the race office in the team area. To get the keys, you will need to deposit 100€. Please note that the key must be returned on the day of departure, at the latest, the day after the last competition.

Payments for additional wax cabins and SRS (Cat 2 & 3) wax cabins or power supplies must be made by credit card during key pickup.

Please ensure that all garbage is emptied into recycling bins and that the wax cabins are clean. We charge €150 for cleaning each dirty wax cabin. When the keys are handed over, we will inspect the wax cabins.

### Waxing trucks and changing vehicles:

- Teams and SRS must submit truck size, power, and special needs via pre-entry **by Jan 5th, 2024**.
- Email [teamservice@lahtiskigames.com](mailto:teamservice@lahtiskigames.com) by Sunday, **Feb. 18th**, to confirm the truck's contact person, arrival date, and time for service area parking. The deadline for the last truck arrival is Wednesday, **Feb 28th**.
- Teams using trucks or buses as changing or living spaces for athletes must follow the same information process.
- "SRS members coming with a waxing vehicle and requiring a power supply will be charged CHF 100 per World Cup event (independent of duration). The companies must communicate their requests (parking size, power supply, etc.) for the vehicle to the OC." –CC WC rules 7.1.4



## Team Info office

+358 44 767 2143

## Race office

+358 44 767 2131

Opening times:

Wednesday 28.2. 8:00-20:00

Thursday 29.2. 8:00-20:00

Friday 1.3. 8:00-20:00

Saturday 2.3. 8:00-20:00

Sunday 3.3. 8:00-18:00

## Bibs distribution

The Cross-Country bibs can be picked up from the race office at the CC service area.

## Parking in the service area

There will be limited space for parking in the service area. Each Cross-Country team and SRS can request one special parking permit for the service area from the team info. It is possible to drop off in the designated area.

The season accreditation parking permit allows parking at the "dog field" 150-200m from the service area, next to the skiing course. Access the "dog field" parking area via Hämeenlinnantie:

If you're driving from the city centre, take the road that passes the jumping hill & service area crossroad and then turn right at the next crossroad from Hämeenlinnantie to Vaskelaisrinne. Immediately after, make another right turn, and you'll reach the parking area.

Please refer to the venue map to find the correct route.

## Team Hosts

The team host office is located at the Cross-Country service area building.

+358 44 767 2135

teamhost@lahtiskigames.com

Opening times:

Thursday 29.2. 9:00-19:00

Friday 1.3. 9:00-19:00

Saturday 2.3. 9:00-18:00

Sunday 3.3. 9:00-15:00

## Medical Service & Health protection plan

### Medical centre at the stadium

Grandstand building ground floor, 3rd staircase - stadium side.

+358 44 751 4771



## Local Hospital

Päijät-Häme Central Hospital

Keskussairaalantie 7, 15850 Lahti. Akuutti24 open 24/7.

Switchboard: +358 3 81911 <https://paijat-sote.fi/en/central-hospital/>

**Emergency number: 112**

## Testing protocol by LOC or host country

Lahti Ski Games adheres to Finnish national and local regulations and safety measures.

## Doping control

According to FIS standards and rules

## Regulations of radio equipment/Radio Frequencies

The Finnish Transport and Communications Agency (Traficom) regulates the use of radio frequencies in Finland. Based on submitted applications, Traficom issues radio licenses for users of radio transmitters to ensure trouble-free utilisation of the radio spectrum.

Applications can be submitted by filling out the form with the link below **by 31 January 2024**.

<https://www.traficom.fi/en/contact-form-event-organizers>

Some radio transmitters can be used license-exempt, depending on their operating frequency and application.

Please refer to Traficom Regulation 15 - <https://www.traficom.fi/en/regulations/regulation-15-collective-frequencies-licence-exempt-radio-transmitters-and-their-use>

The applicable frequency bands for wireless cameras, video links and microphones have been collected to page <https://www.traficom.fi/en/communications/communications-networks/wireless-cameras-video-links-and-microphones>

## Regulations of Visa

The citizens of some countries will need a visa to visit Finland. Please check with your embassy if you need a visa for Finland. For an official letter of invitation, please send a request to the Lahti Ski Games by email: [teamservice@lahtiskigames.com](mailto:teamservice@lahtiskigames.com).

More information is available on the Finnish Ministry for Foreign Affairs website: <https://um.fi/visa-to-visit-finland>.

## Special permissions for truck driving (Sunday and night, other days with special regulations)

No special permissions are needed in Finland.

## Maps

The maps of the venue and the courses are on the webpage for teams: [lahtiskigames.com/en/team-info/](https://lahtiskigames.com/en/team-info/)