



WELCOME

We are only a few days distance to host the first Canoe Sprint European Championships in Montemor-o-Velho high performance center.

More than 500 athletes are expected to arrive to Portugal next week, representing a total of 29 countries.

It is a great honor for us to receive you in this event, as we are doing every effort to give you full conditions to participate in this huge event.

With this document we want to give you all useful Information for your stay in Portugal and participation in this event.

Have a safe trip to Portugal and we see you soon...

The Competition Manager

Jose Garcia

Organizing committee

Competition Manager	José Garcia
Technical Organizer	Marcos Oliveira
Supporting Services and Logistics	Rui Aguiar
Head of IT	Rui Mendes
Head of Accreditation	Catarina Machado
Head of Security	Joaquim Santos
Accommodation	Carla Campelo
Transportation	Paulo Guimarães
Volunteer Coordinator	Diogo Fazenda
Protocol	Adelaide Garcia



Accreditation

Date: June 10-16, 2013

Opening Hours

Monday to Sunday: 09:30 - 12:30 13:30 - 18:30

The Accreditation center is located at the Venue Entrance (11).

All participants will arrive directly to the Accreditation Centre.

If the arrival of the team to the airport is too late in the evening, then the transport will be to the Hotel.

All teams must pay their dues in order to receive the accreditation cards and access the venue.

All Amounts, including Accommodation and meals, Transport and cancelations fees, if applicable, must be paid before getting the accreditation.

Teams that not booked accommodation with the organization also have to pay the daily fee before getting the accreditation cards.

All participants of the competition must be accredited. No access is possible to the course without the accreditation card.

There will be two rooms for the accreditation. The first is dedicated to the finance team and to collect the passport of all athletes.

The second is dedicated to the production of the accreditation cards and delivery of the objects to the team's leader.

Only the team leader needs to proceed to the accreditation desks to collect the accreditation cards and other objects for the team.

Because many of the teams did not enter correct pictures of their members in the online system, the organization will need the presence of some in the accreditation desk to take pictures and produce the cards.

The list of the member's witch pictures are missing will be given to the team leader during the transport form the Airport.

Objects to be received by the team leader at Accreditation desk:

- Accreditation Card for all Team Members
- Team leaders Bag
- Body Numbers
- Sticker for 9 seat Bus Parking
- Pins for body numbers
- Provisional start List
- Timetable
- List of countries
- List of athletes



- Crew Change Forms (**return before 9:00am Thursday**)
- Departure Information form
- Last info bulletin
- Invitation for team leaders dinner
- Gift from the organization

Before leaving the Accreditation centre all team leaders will need to provide their mobile phone number so they can be reached anytime during the competition and also fill the uniform form.

About payments to be made upon arrival at the accreditation the organization inform that only CASH (EUROS) will be accepted.

There is a bank in the center of the villa, but only until 3pm. If you need assistance to go to the bank ask us and we will drive you.

The accreditation system follows the Olympic and ICF guidelines.

If anyone lost his/her ID, there will be a penalty of 25 euros for the delivery of a new accreditation.

Accommodation

The organization have a total of 8 hotels to accommodate more than 800 persons. Those are situated in Figueira da Foz, 18 km from Montemor-o-Velho.

SWEET Hotel

Avenida 25 de Abril 21 3080-086 Figueira da Foz
Phone: 233 408 900

MERCURE FIGUEIRA DA FOZ

Endereço: Avenida 25 de Abril 22, 3080-086 Figueira da Foz
Phone: 233 403 900

Ibis Figueira Da Foz Hotel

Endereço: Rua Liberdade 20, 3080-168 Figueira da Foz
Phone: 233 408 190

Sweet Residence & Gardens

R. dos Lusíadas, S/N, 3080-096 Figueira da Foz
Phone: 233 429 455

Hotel Wellington

Rua Doutor Calado 25, 3080-153 Figueira da Foz
Phone: 233 426 767

Hotel Costa de Prata 2

Rua Miguel Bombarda 59, 3080-150 Figueira da Foz
Phone: 233 422 082



Hotel Costa de Prata 1

Largo Coronel Galhardo, 1 3080-150 Figueira da Foz

Phone: 233 422 082

QUIAIOS HOTEL

3080-515 Praia de Quiaios, Figueira da Foz

Phone: 233 917 530

Map of hotels in Figueira da Foz. Quiaios Hotel is located in a different area

Meals

All teams that booked accommodation with the organization have lunch included at the regatta course, since their arrival until Sunday, June 16th.

There will be a restaurant (A) exclusive for teams. Meals will be served between 11:00 and 14:30.

The access to the restaurant will be controlled by barcode of the Accreditation card. Only persons with the restaurant symbol in the card will be available to access.

Dinner is served in the hotels where the teams are accommodated.

Everyone is asked to wear their accreditation cards for dinner too.

Breakfast is also provided at the hotels with the following Schedule:

Monday to Sunday from 6:30 to 10 am

For the last day, the organization is preparing a farewell dinner at the Venue, starting at 19:00, **so there will be no dinner at the hotels.**

Transport will be provided after the dinner/party to the hotels/airports.

Transportation

Bus shuttles will be provided for the journey between the Airport and the Venue/Hotel for teams that have asked for this service.

Please find the welcome desk at the airport arrivals terminal. The volunteer will guide your team until you get to us.

Organization has also prepared a daily shuttle service, to transport teams from the hotel to the venue and vice-versa.

Here you can check the provisional plan. The updated schedule, will be published in the venue and hotels.

There will be three main stops for the Buses.

STOP 1 – In Front of Hotel SottoMayor (Sweet Residence & Gardens)

STOP 2 – In Front of Hotel Mercure

STOP 3 – In front of Hotel Quiaios

Please find the attached Bus Shedule for the Venue and to the Hotels



Map of Hotels in Figueira da Foz. Hotel Quiaios is located in a different zone.

Teams Area (4)

There are 12 hangars available for the teams, that will be distributed according to the number of elements, please take note of your hangar number. Upon arrival, you will be able to find your country identified at each entrance.

- Hangar 5 PORTUGAL – AUSTRIA - BELGIUM
- Hangar 6 POLAND – SLOVAKIA
- Hangar 7 ITALY –DENMARK – NORWAY - SWEDEN
- Hangar 8 CZECH REPUBLIC – GREAT BRITAN
- Hangar 9 SPAIN – ESTONIA – IRELAND
- Hangar 10 GERMANY –BULGARIA - CROATIA
- Hangar 11 HUNGARY
- Hangar 12 RUSSIA
- Hangar 13 SERBIA – SLOVENIA – ROMANIA - BELARUS
- Hangar 14 UKRAINE– AZERBEIJAN - LATVIA



Hangar 15 FRANCE – LITHUANIA- MOLDOVA
Hangar 16 PARACANOE

All Hangars will have an extra 5x5m tent, for the free use of the teams.

Polyox control(17 & 19)

The competitors can embark to the race from the 1st platform(19), where their boats, body numbers, boat numbers and accreditation cards are checked by ECA Officials. All Paracanoe athletes are requested to use access number 17.

1st Boat Control (16)

This tent, will be used for the 1st boat control, provided by ECA Officials, from June 11th to 13th.

All teams are requested to book the boat control upon arrival to the venue. All team leaders should talk to the official Karl HAUCK to book the boat control.

After June 13th this tent will be transformed in a special athletes relaxing zone, until the night of Sunday.

Medical Center (7)

There will be several security entities working during the week of the championship at the venue.

Take note that the minimal services will be available for the training days.

The medical Center will be open during the competition hours.

The security Operations Control Center will be the coordinator center for all the medical and security teams.

Anti Doping will be held in the back of Medical Center. Selected competitors are subject to doping control conforming to ECA regulations.

Info Point (8)

The information Point for the team leaders is located in the competitor's area, in the same place as the gymnasium.

During the competition the volunteers in this point will provide information not just about start lists and results but about the event in general. This is also the place where you can delivery crew changes forms and check your team box for updated information.



A Plasma screen will also be in this location with real time results and start lists.

Prize giving ceremony (25)

This tent is meant to reunite the competitors that will participate in the medal ceremony.

Is the place where your athletes can change clothes and prepare for the ceremony. We will provide special containers for the comfort of your athletes.

The access to this tent is directly from the 2nd boat control.

Boat Check (15)

There will be a available scale for boat check , where you can measure your boats during the week, in front of the showers.

Media

The organization wanted to give you all the conditions to follow the race inside and outside the teams quarters and Venue.

We will have more than 30 plasma screens in the teams area, with internal tv circuit that will transmit all the 3 days of races.

We will also give you images in a big screen located on the opposite side of public stands.1

This event will be broadcasted by Eurosport Saturday and Sunday Morning and Sunday Afternoon. Please check your local provider for schedules.

There will also be a feed, geoblocked to Portugal, giving you all the images from the 83 races.

To access just go to <http://canoesprintportugal.com> and enter THE RACE area and you can follow the streaming.

Also online start list and results will be available in this area.

Smartphone applications have also been created to give you all the news and media contents for the upcoming event. Android and IOS systems will have the opportunity to install this app that will also give you streaming and online results.



News, pictures, and everything else will be published in real time in the official canoesprintportugal facebook webpage at <http://www.facebook.com/pages/Canoe-Sprint-Portugal/295793590465179>

Teams Leaders Meeting

The Team Leaders meeting will be held at the Venue, on Thursday 13th June. The meeting takes place in area 9.

Cycling at the venue

The organization prepared a bike rental service for you and your team. It will be located near the merchandising container.

The cycle path is identified in the scheme presented in this document. It is on the opposite side of the finish tower and stands.

It is forbidden to use the path on the stands and officials towers side.

This side will be used for TV coverage and other organization issues.

Rental prices:

1 hour 3 euros

1 Day 20 euros

3 Days 50 euros

Internet

Wireless internet service will be available in team quarters. Some hotspots will be on place, with 16mbit connections. The name of the network is Montemor2013 . The password is sprint13.

Opening Ceremony

This event will take place on Thursday , 13th June at 18:00h, near the podium(38) .

All team members are asked to be present in this ceremony.

Organization will need one member of each team (with national clothes) to hold the national flags in the parade. Please come to the (25) tent until 17:45.

There will be a shuttle from the hotels to the venue at 16:45 and a new shuttle to return right after the ceremony.

Team Leaders Dinner

This event will be held at Hotel Mercure in Figueira da Foz, on June 15th at 8:00pm.



We hope everyone can attend to this event. Organization needs you to confirm your presence until the end of the opening Ceremony, at the info point.

Farewell Dinner and party

All team members are invited for the farewell dinner, taking place from 7:00pm at the venue.

There will be a small party after dinner, with some music, lights and video and images from the race.