



WORLD ATHLETICS SERIES EVENTS BIDDING PROCESS

Appendix A – Accommodation Form

Appendices

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The Accommodation Form requires details of hotels that you will consider as official hotels during the Event, for the following client groups:

- 1. World Athletics Family** (where relevant World Athletics Council Members, World Athletics Honorary Members, World Athletics Area Presidents and Area Representative, International Athletics Foundation Council Members, Competition Delegates, World Athletics Committee and Commission Members, World Athletics Meeting Directors, World Athletics Competition Organising Committees representatives, officially invited World Athletics guests and representatives of the Commercial Affiliates (including VVIP and VIP representatives and guests of the Commercial Affiliates), Regional Development Centre Directors, World Athletics staff, and Dentsu's representatives (including VVIP and VIP representatives and guests of Dentsu), employees and contractors)
- 2. Athletes & Team Officials**
- 3. Media** (written press, internet and photographers)
- 4. Host Broadcaster**
- 5. Broadcasters**
- 6. Technical Suppliers**

Should you have more than one official hotel per client group, please copy and paste the charts below in the same document.

WORLD ATHLETICS FAMILY HOTEL

Hotel Name					
Rating (in stars)					
Total Number of Existing Rooms	Single	Twin	Double	Suite	TOTAL
Number of Meeting Rooms and Capacity					

DISTANCES

	Distance (in KM)	Journey Time (in MIN)
From/to airport/train station		
From/to Competition Venue/Course		
From/to Training Venue (WCH only)		

RATES (in USD)

Prices per room incl. BREAKFAST and taxes	Single \$	Double/Twin* \$	Suite \$
Standard Rate			

**The additional cost between Double/Twin rooms and Single rooms should not be higher than the cost of the additional breakfast.*

ATHLETES & TEAM OFFICIALS HOTEL

Hotel Name			
Stars			
Total Number of Existing Rooms	Single	Twin	TOTAL
Number of Meeting Rooms and Capacity			

DISTANCES

	Distance (in KM)	Journey Time (in MIN)
From/to airport/train station		
From/to Competition Venue/Course		
From/to Training Venue (WCH only)		

RATES (in USD)

Prices per room incl. FULL BOARD and taxes	Single \$	Double/Twin* \$
Standard Rate		

**The additional cost between Double/Twin rooms and Single rooms should not be higher than the cost of the additional breakfast.*

MEDIA HOTEL

Hotel Name				
Stars				
Total Number of Existing Rooms	Single	Twin	Double	TOTAL
Number of Meeting Rooms and Capacity				

DISTANCES

	Distance (in KM)	Journey Time (in MIN)
From/to airport/train station		
From/to Competition Venue/Course		

RATES (in USD)

Prices per room incl. BREAKFAST and taxes	Single \$	Double/Twin* \$
Standard Rate		

**The additional cost between Double/Twin rooms and Single rooms should not be higher than the cost of the additional breakfast.*

HOST BROADCASTER HOTEL

Hotel Name				
Stars				
Total Number of Existing Rooms	Single	Twin	Double	TOTAL
Number of Meeting Rooms and Capacity				

DISTANCES

	Distance (in KM)	Journey Time (in MIN)
From/to airport/train station		
From/to Competition Venue/Course		

RATES (in USD)

Prices per room incl. BREAKFAST and taxes	Single \$	Double/Twin* \$
Standard Rate		

**The additional cost between Double/Twin rooms and Single rooms should not be higher than the cost of the additional breakfast.*

BROADCASTERS HOTEL

Hotel Name				
Stars				
Total Number of Existing Rooms	Single	Twin	Double	TOTAL
Number of Meeting Rooms and Capacity				

DISTANCES

	Distance (in KM)	Journey Time (in MIN)
From/to airport/train station		
From/to Competition Venue/Course		

RATES (in USD)

Prices per room incl. BREAKFAST and taxes	Single \$	Double/Twin* \$
Standard Rate		

**The additional cost between Double/Twin rooms and Single rooms should not be higher than the cost of the additional breakfast.*

TECHNICAL SUPPLIERS HOTEL

Hotel Name				
Stars				
Total Number of Existing Rooms	Single	Twin	Double	TOTAL
Number of Meeting Rooms and Capacity				

DISTANCES

	Distance (in KM)	Journey Time (in MIN)
From/to airport/train station		
From/to Competition Venue/Course		

RATES (in USD)

Prices per room incl. FULL BOARD and taxes	Single \$	Double/Twin* \$
Standard Rate		

**The additional cost between Double/Twin rooms and Single rooms should not be higher than the cost of the additional breakfast.*



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