

LOCAL ORGANIZING COMMITTEE RESPONSIBILITIES

WITH REGARDS TO APPOINTED INTERNATIONAL OFFICIALS

A) FULL BOARD ARRANGEMENT

The LOC is responsible to arrange full board services for the appointed officials and one IPC Swimming staff member (accommodation and 3 meals/day) throughout their stay away when appointed by IPC Swimming. The accommodation has to be at minimum 3-star hotel. Minimum one of the meals provided must be a warm meal.

The TD and Chief Classifier shall be booked in single rooms, while all other officials can be accommodated in twin rooms.

Should any official stay outside of the period appointed for, all costs related to those extra days are to be paid by the official.

B) TRAVEL ARRANGEMENTS

The LOC is responsible to arrange the door-to-door travel for the appointed officials and one IPC staff member. This includes but is not limited to:

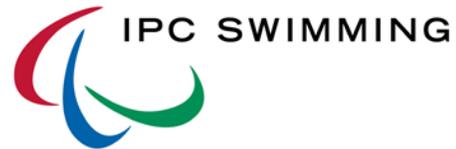
- Transport to the airport (personal car, bus, train, airport parking, etc.)
- Economic class, return flight ticket
- Ground transportation in the host city

The officials and IPC staff member have to approve their flight itinerary before the ticket is booked for them.

In case the travel time is over 8 hours, the officials are entitled to arrive two days prior their duty start.

The LOC is responsible to issue an invitation letter and to cover the cost of the visa necessary for the officials and IPC staff member to enter the host country. This includes but is not limited to:

- Transport to the embassy (personal car, bus, train, flight etc.)
- Cost of the visa



C) INSURANCE

IPC has a liability and travel insurance for the official appointed. The LOC is responsible to cover the medical&health insurance for the appointed officials for the duration of their stay. This includes, but is not limited to:

- First aid
- Hospitalisation
- Repatriation

D) PER DIEM&INCIDENTIAL COST

Above the full board the LOC is responsible to provide a per diem to each official appointed to cover incidental costs (internet fee in the hotel, mini bar, phone calls, laundry-service etc.) in accordance with the contract signed, or in absence of the contract as outlined on the IPC Swimming [website](#).

The per diem shall be provided to the officials upon their arrival.

The number of days counted are from the day of arrival including the day of departure.

E) FF&E

The LOC is responsible to provide the technical and classification equipment and furniture as outlined in the sport specific technical and classification rulebooks, and guidelines.