



IWAS  
Olympic Village  
Guttmann Road  
Aylesbury  
Bucks HP21 9PP  
UK

T. +44 (0)1296 436179  
F. +44 (0)1296 436484  
E. info@iwasf.com

www.iwasf.com

## Appendix 4

### **REQUIREMENTS FOR IWAS OFFICE/MEETING ROOMS**

The IWAS Secretariat Office must be able to operate a separate function to that of the Games Operational Office. In addition a separate meeting room will be required for IWAS Executive Board and other official business meetings.

The responsibilities of the IWAS Secretariat are as follows:

- a) to provide liaison with Games OC to include protocol, ceremonies, press and media
- b) to provide service to IWAS Executive Board, including referrals from nations, sports and OC in relation to Games matters that cannot be resolved through technical/classification regulations
- c) to liaise where necessary with OC in relation to IWAS General Assembly and other official IWAS meetings during the event.

#### **Basic Requirements:**

1. Separate rooms in the vicinity of each other (if appropriate) with relevant facilities/equipment as specified below
2. IWAS Secretariat to accommodate at least 5 "work spaces"
3. An additional meeting room large enough to accommodate the Executive Board (maximum 12 persons)
4. Games Operational Office to facilitate LOC members and workspace for TDs, Doping Officer etc.
5. IWAS Secretariat specific 'post-box' in which all Games related forms, information sheets, sport specific details, meeting schedules, up-date and results sheets and media releases etc. are placed.

#### **Equipment to facilitate IWAS Secretariat function**

IT Equipment: Printer and photocopier, internet access

#### **Games Operations & Technical Office**

Requirements: Office base at main sport venue