EUROPEAN OLYMPIC COMMITTEES

EUROPEAN YOUTH OLYMPIC FESTIVAL

Winter EYOF Ceremonies Guidelines

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EYOF Ceremonies Guidelines

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Acronyms used in Summer EYOF Ceremonies Guidelines

CdM	Chef de Mission
CLOCER	Closing Ceremony
EOC	European Olympic Committees
IOC	International Olympic Committee
MC	Master of Ceremony
NOC	National Olympic Committee
OC	Organising Committee
AVL	Athletes´ Village
OPCER	Opening Ceremony
VIC	Victory Ceremony (ceremony where medals are awarded)

Introduction

These Guidelines aim to explain the basic nature of the Winter EYOF Ceremonies and related matters and to help and assist the EYOF Organising Committees in their planning and organisation of the following EYOF Ceremonies:

- Opening Ceremony
- Closing Ceremony
- Victory Ceremony
- Flower Ceremony

All Ceremonies must be held in compliance with the EOC protocol.

1. General provisions

1.1. Lighting Ceremony

To be amended

1.2. Torch relay

The EOC does not require the organisation of the EYOF to have a torch relay in the host country. The Organising Committee shall take a decision in this respect. The torch relay is a great promotion of the EYOF in the hosting country and its organization is nevertheless recommended. The EOC must be informed about this matter.

1.3. Flags

The EOC will provide the Organising Committee with following flags:

- One set of national flags of the participating NOCs to be displayed at the Opening Ceremony (1,5 x 2,2 m).
- One set of national flags of the participating NOCs to be put on stick for the Parade of the NOCs delegations (1 x 1,5 m).
- EOC flags (various amount and sizes 2x3, 1,5 x 2,2 m, 1x1,5 m) number to be confirmed
- EOC flag for the Opening Ceremony 2x3 m, 1,5 x 2,2m)
- EOC flag for oaths – to be put on stick (1x1,5 m)
- EOC does not provide any sticks or poles.

Other flags/set of flags must be arranged by the respective Organising Committee.
The correctness of the national flags (in electronic format) must be checked and approved (with a signed protocol) by each NOC Chef de Mission at the CdM Seminar.

At all competition venues the EOC flag, respective IF flags and flags of the countries of those NOCs who qualified to compete at that respective venue (sport) must be displayed.

National Olympic Committees´ (NOC) flags are traditionally produced in many different sizes and shapes. However, flag protocol dictates that when massed in a display, all flags should be identical in size, to avoid some flags from standing out more than others and going against the Olympic spirit, which promotes equality and mutual respect amongst nations.
A standard 2:3 ratio (2 height x 3 length, e.g. 1.5m x 2.25m) has been applied for EYOF.

1.4. Anthems

Short versions of all 50 national anthems as well as the EOC approved anthem will be provided by the EOC.
The correctness of the national anthems must be nevertheless checked and approved (by a signed protocol) by each NOC Chef de Mission at the CdM Seminar.
The OC shall use only these correct versions of the national anthems whose approximate duration should be similar and shouldn´t exceed 1 minute 30 seconds.

2. EYOF Opening Ceremony

The main goal of the Opening Ceremony (OPCER) is to open solemnly the EYOF in such an atmosphere where the athletes and other young participants have the opportunity to connect with the Olympic ideals, with the importance of the event and with the traditions of the host city and country.

The Opening Ceremony shall take place on Sunday (the day after the official arrival day of the NOCs delegations).
A venue with sufficient capacity, appropriate facilities, equipment and logistics must be chosen and be approved by the EOC.

All NOC delegations, members of the Olympic family, distinguished international and national guests as well as the representatives of media must be invited to the Opening Ceremony.

The Ceremony shall incorporate the obligatory elements and protocol, namely, the playing of the national anthem, raising the national flag, participants' parade, official speeches, declaration of the opening of the EYOF, EOC approved anthem and EOC flag hoisting, lighting of Flame, oaths and cultural programme.

The Opening Ceremony must be organised in accordance with the EOC protocol as defined hereinafter in these Guidelines and the instructions of the EOC EYOF Commission. The cultural part of the programme should be targeted to the youngsters.

The scenario of the Opening Ceremony including the cultural programme shall be submitted to the EOC for approval three months prior to the EYOF. The final Opening Ceremony script must be submitted to the EOC for its approval one month prior to the start of the Festival.

The list of invited guests as well as the seating order must be also submitted to the EOC for its approval.

2.1. Length of EYOF Opening Ceremony

The total length of the Opening Ceremony shall not exceed 100 minutes.

2.2. Structure of EYOF Opening Ceremony

Action		Note
Main stage	**Backstage**	
	Earlier dinner for NOCs in the AVL	Dinner in pre-planned waves/groups (protocol alphabetical order) – not all the NOCs at same time
Stadium opens for public	*Transport of NOCs from the AVL to the OPCER stadium by bus in protocol alphabetical order – clear timeline! (see Annex n.6)	Special transport for athletes having late trainings must be secured
Warm-up music / activities	Gathering of the NOCs and line up for the athletes´ parade in the protocol alphabetical order in a designated area (in close proximity to the stadium)	**The protocol alphabetical order is: Greece first, followed by all NOCs in alphabetical order (local alphabet), and hosting NOC delegation last.**
	Opening main entrance for VIP guests	
	Transport of VIPs from hotel(s) to the OPCER stadium	
	Welcome reception / refreshment	If the stadium/arena allows
	VIP guests to be accompanied to their seats	
Start of the OPCER		
Word of welcome by official speaker (MC)		
National anthem & raising of national flag		
Athletes´ parade at the stadium	When concluding the parade at the stadium each NOC delegation is escorted by volunteers to the designated reserved sectors to be seated. Enough volunteers must be dedicated to this activity. The seating plan sectors must be carefully pre-planned and seats must be marked.	Music is played. Speaker(s) comment(s) the parade (basic info about each country, name of flag bearer); first to go is a volunteer with the name-board, followed by the flag bearer (athlete from the respective country). The parade must have a regular rhythm, no gaps no crowd – smooth flow.
Flags to be placed in a semi-circle in front of the main		Each Flag bearer leaves the delegation together

stage		with a volunteer with the name-board and they carry the flag and the board to the special flag and board holders that form a semi-circle in front of the main stage. The flag bearer is then escorted by a volunteer to the auditorium and joins his/her delegation.
Speech of the OC President	All speakers are escorted from the VIP tribune to the main stage	All speeches are either in English or national language with the translation on the screens
Speech of the IOC President		If present and agreed between IOC and EOC Presidents
Speech of the EOC President		
Declaration of the EYOF opened	Speakers are escorted back to the VIP tribune	Declaration made by highest national authority present at the OPCER from his/her stand
Entrance of the EOC flag to the stadium and march with the flag		The flag is carried by 6 personalities/athletes, solemn music
EOC anthem & raising EOC flag		
Oath by an athlete from the Host Country		They touch the small EOC flag with one hand and they take the respective oath.
Oath by a referee from the Host Country		
Oath by a coach from the Host Country		
Short movie of Flame journey		*not mandatory*
Entrance of the Flame to the stadium, torch relay at the stadium and lightning of the flame (cauldron)	The buses must be ready for earlier departure of the NOCs	
Cultural show		
End of the OPCER		
NOCs leaving the stadium	Buses in front of the stadium for NOCs to go to the AVL	Late dinner for NOCs (snacks/sandwiches to be ready either in buses or in the AVL)
General public leave the stadium		

	Departure of the VIP guests for an Opening reception/Gala dinner	It can also take place in the stadium if an appropriate area is available

*Flag bearers can be transported earlier for a rehearsal if necessary.

Remarks

- Timing and logistics of an earlier dinner on the day of the OPCER must be carefully planned. See the dinner + transport plan example in Annex n.6.
- Basic information about the Opening Ceremony must be provided in the Chef de Mission Manual. Detailed presentation of the OPCER timing and logistics must be presented at the first Chefs de Mission meeting at the EYOF.
- Names of flag bearers must be submitted by each NOC latest at the one-to-one meeting prior to the arrival of the NOC delegation.
- The OC must decide where the Flame will be placed during the EYOF week.
- The speeches of the official speakers must be received early enough so that the translation can be assured (and displayed on screens during the speeches).
- The seating of the NOC delegations must be carefully planned. The exact number of seats for each delegation must be reserved and marked in the respective sectors. Enough properly instructed volunteers must be ready to escort the NOCs to their sectors/seats. The appropriate number of exits/entrances from the stadium/field to the auditorium/seats must be available. Plan for early departure must be incorporated.
- The Parade is usually the most challenging moment. It must be carefully planned. No gaps between NOCs are required. The rhythm must be regular, and the flow of delegation must be smooth.
- The OC must clearly define a system of the access rights to the OPCER (accreditation only, ticket, invitation, combination of accreditation and ticket, wristband...).
- The seating order at the VIP and guest stand must be planned in several steps together with the EYOF Coordination Commission:
    - → Layout of the stadium with tribunes – the right tribunes must be chosen
    - → Division of the groups and their location at the tribunes
    - → The plan of the detailed seating order of the top VIPs
- The sectors for various VIPs and guest groups must be properly marked. In the top VIP sector, the names must be taped on the seats. Enough properly instructed volunteers must be available for helping to bring the VIPs to their seats.
- The OPCER stadium/arena shall be non-EYOF advertising free. The presentation of the EYOF partners/sponsors should be made in a decent way.

2.3. Flags

Following fabric flags must be displayed visibly on the flag poles (or similar facility/device designated for flags) at the stadium/arena in following order:

1. National flag of the Host Country
2. EOC

Other flags can be displayed following the local protocol (visibly separated from the main two flags):

- Hosting NOC flag
- Flag of the Region/city
- EU flag (if the OC receives a contribution)

The order of flags following the local protocol.

The National fabric flags of the participating countries must be displayed at the stadium/arena in the alphabetical order (not starting with Greece).

At the Opening ceremony only the National flag of Host country (already prepared at the bottom of a pole) and the EOC flag (that is brought to the arena/stadium) are raised on the poles (while playing National and EOC anthem). The EOC flag is already hoisted on the pole.

A small EOC flag (carried on a pole by a volunteer or free standing) is used for the athlete´s, judge´s and coach´s oaths.

For the parade of the NOCs there must be always a person with a sign board with the name of the country followed by flag bearer and the delegation. The order is: Greece followed by all the nations in alphabetical order (Host country language alphabet) and the Host country delegation as the last.

2.4. Anthems

At the Opening ceremony the National anthem of the Host Country and the EOC approved anthem are played.

2.5. Oaths

A competitor, a referee and a coach from the Host country mount the podium at the Opening Ceremony and holding a corner of the EOC flag in their left hand, and raising their right hand, they take the solemn oaths (in English).

Athlete´s oath

"In the name of all the competitors I promise that we shall take part in this European Youth Olympic Festival, respecting and abiding by the rules which govern them, in the true spirit of sportsmanship and Olympism, for the glory of sport and the honour of our teams."

Referee´s oath

"In the name of all the judges and officials, I promise that we shall officiate in this European Youth Olympic Festival with complete impartiality, respecting and abiding by the rules which govern them, in the true spirit of sportsmanship."

Coach´s oath:

"*In the name of all the coaches and other members of the athletes' entourage, I promise that we shall commit ourselves to ensuring that the spirit of sportsmanship and fair play is fully adhered to and upheld in accordance with the fundamental principles of Olympism."*

2.6. To be checked and approved by the EYOF Coordination Commission:

- Layout and logistics of the stadium/arena
- Stage design and branding + overall stadium branding
- Programme (including pre and post OPCER activities)
- Scenario
- Script
- Any video/graphics to be showed during the ceremony
- Cauldron and torch design
- Invited guest list
- Seating order (VIPs, guests, NOCs delegations)

3. EYOF Closing Ceremony

The nature of the Closing Ceremony (CLOCER) should represent the celebration of friendship, fair play and joy. As such, it should be mainly a farewell party, where the Festival participants in particular and the audience in general, should celebrate in a festive atmosphere.
The Closing Ceremony shall take place on Friday at Winter EYOF – at the last competition day (the day before the official departure day from the EYOF).

A venue with sufficient capacity, appropriate facilities, equipment and logistics must be chosen and approved by the EOC. The CLOCER can take place in the Athletes´ village as well.

All NOC delegations, members of the Olympic family, distinguished international and national guests as well as the representatives of media must be invited to the Closing Ceremony.

The ceremony shall include all the obligatory elements and protocol such as playing of national anthem, flag bearers´ parade, official speeches, declaration of the closing of the EYOF, EOC approved anthem and EOC flag furling, extinguishing of Flame, handing over the EOC flag to the next organiser.
The Closing Ceremony must be organised in accordance with the EOC protocol as defined hereinafter in these Guidelines and the instructions of the EOC EYOF Commission.

The Official part of the Closing Ceremony should not take longer than 30 minutes (excluding the Medal Award Ceremony that might be part of the Closing Ceremony at Winter EYOF).

The Farewell party for the athletes shall follow the Closing Ceremony. The programme of the party should be appropriate for young people.

The scenario of the Closing Ceremony and Farewell Party shall be submitted to the EOC for approval three months prior to the EYOF. The final Closing Ceremony script must be submitted to the EOC for its approval one month prior to the start of the Festival.

The list of invited guests as well as the seating order must be also submitted to the EOC for approval.

3.1. Structure of an EYOF Closing Ceremony

Action		Note
Main stage	**Backstage**	
	Earlier dinner for NOCs in the AVL	In pre-planned waves/groups – not all the NOCs at one time
	*Transport of the NOCs flag bearers from the OLV to the CLOCER stadium/designated place by bus and rehearsal	
Stadium open for public**	Transport of NOCs from the AVL to the CLOCER stadium** by bus – clear timeline!	Special transport for athletes having late competitions must be secured
Warm-up music / Activities	Line up of the flag bearers for the parade of flags in a designated area	As for the Opening Ceremony or all together.
	Transport of VIPs from hotel(s) to the CLOCER	
	Opening main entrance for VIP guests	
	Seating/placing the NOC delegations in the designated sectors/area***	
	VIP refreshment	If the stadium/arena/facility allows
	VIP guests to be accompanied to their seats / sectors	
Start of the CLOCER		
Word of welcome by official speaker (MC)		
Playing of the national anthem		National flag is hoisted on pole already as well as the EOC flags
Parade of flag bearers		Music is played. Speaker(s) comment(s) the parade (name of flag bearers); first to go a volunteer with

		the name-board, followed by the flag bearer (athlete from the respective country). The flag bearers are guided to a special visible area (e.g. in front of the main stage) where they put the flags and the volunteers the boards into the special flag and board holders. The flag bearers are then escorted by the volunteers to the auditorium/designated area and join their delegations.
Victory Ceremonies (medal awards) of the competitions taking place the last day of the Winter EYOF (except the Ice Hockey)		
Pictures, videos - highlights of the EYOF can be included		
Speech of the OC President	All speakers are escorted from the VIP tribune/area to the main stage	All speeches either in English or national language-translation of all speeches on the screens
Speech of the EOC President (official closing of the EYOF)		
Lowering the EOC flag while playing EOC approved anthem;		EOC flag is folded and brought out from the flag area
EOC flag is brought out of the stadium		
Handing over of the EOC flag to the next EYOF organiser		Small EOC flag on a pole
Playing of the next Host Country´s national anthem and hoisting its flag		
Short speech of the Mayor/representative of the next EYOF hosting city		
Short video introducing the Host Country/City	Speakers are escorted back to the VIP tribune	
Extinguishing the Flame		
End of the CLOCER	Buses in front of the stadium for earlier departure of NOCs to AVL	

General public leave the stadium	Departure of the VIP and guests for a farewell dinner	It can also take place in the CLOCER stadium/area if an appropriate place is available
Farewell party for athletes (concert, DJ, disco)		Drinks (non alcoholic) to be available for athletes
NOCs leaving the stadium	Buses in front of the stadium for NOCs to go to AVL	Late dinner for NOCs (snack/sandwiches to be ready either in bus or in the AVL)

*VIC being part of the CLOCER at the Winter EYOF – medallists + presenters to be transported separately earlier

**The Closing Ceremony can take place also in the AVL (in this case no general public is allowed in the CLOCER).

***Can be standing event for NOCs

Remarks

- The timing and logistics of an earlier dinner on the day of the CLOCER must be carefully planned.
- Basic information about the Closing Ceremony must be included in the Chef de Mission Manual. A detailed presentation of CLOCER timing and logistics must be presented at the last Chefs de Mission meeting at the EYOF.
- The names of flag bearers must be submitted by each NOC latest at the last Chefs de Mission meeting at the EYOF.
- The speeches of the official speakers must be received early enough so that the translation can be assured (and displayed on screens during the speeches).
- The seating/standing of the NOCs delegations must be carefully planned. The exact number of seats for each delegation must be reserved and marked in case the CLOCER is the seated event. Enough properly instructed volunteers must be ready to escort the NOCs to their seats/sectors. The appropriate number of exits/entrances from the stadium/field to the auditorium/seats must be available.
- The OC must clearly define the system of the access rights to the CLOCER (accreditation only, ticket, invitation, combination of accreditation and ticket, wristband...).
- The seating order at the VIP and guest stand must be planned in several steps together with the EYOF Coordination Commission:
  - → Layout of the stadium with tribunes – the right tribunes must be chosen
  - → Division of the groups and their location at the tribunes
  - → The plan of the detailed seating order of the top VIPs
- The sectors for various VIPs and guest groups must be properly marked. In the top VIP sector, the names must be taped on the seats. Enough properly instructed volunteers must be available for helping to bring the VIPs to their seats.

- The CLOCER stadium/arena shall be non-EYOF advertising free. The presentation of the EYOF partners/sponsors should be made in a decent way.

3.2. Flags

Fabric flags must be displayed visibly on the flag poles (or similar facility/device designated for flags) at the stadium/area in the following order:

1. National flag of the Host country
2. EOC
3. National flag of the next Hosting Country (to be raised at the end of the CLOCER)

Also, other flags can be displayed following the local protocol (visibly separated from the main three flags):

- Hosting NOC flag
- Flag of the Region/city
- EU flag if the OC received a contribution

At the Closing Ceremony at Winter EYOFs also the raising of the national flags, being part of the Victory Ceremony protocol, is included. Organiser must be ready for appropriate amount of flag poles!

The parade of the flags of the participating nations must be carried out in the alphabetical order starting with Greece and finishing by the National flag of the Host country.

The EOC flag is lowered at the same time while playing the EOC approved anthem. The EOC flag is folded and brought out from the flag area close to the main stage where a volunteer with the small EOC flag (1 x 1,5 m on a pole) is ready for the handing over ceremony.

3.3. Handing over of the EOC flag

The small EOC flag is handed over to the next EYOF organiser as a symbol of the relay of EYOF organisation. Passing the flag from one organiser to the next adds symbolic value to the event.

The EOC President, the OC President and one representative of the next EYOF organiser (Mayor of the City, OC President, NOC President) are escorted to the main stage. While the OC and EOC Presidents remain on the stage (after having made their speeches) the representative of the next EYOF organiser is invited by a speaker to the stage after the EOC flag has been brought out of the stadium. A volunteer brings the EOC flag on a pole to the OC President who hands it over to the EOC President. EOC President hands over the flag to the representative of the next EYOF organiser who keeps it. The national anthem of the next hosting country is being played and national flag is being raised. Right after the representative of the next EYOF organiser presents a short speech (he gives the flag to a volunteer to free his/her hands). After his/her speech he/she takes back the flag and all three persons leave the stage. A short video/presentation of the next Hosting region is showed on the screens.

3.4. Anthems

At the Closing Ceremony the anthems of the Host Country and next Hosting Country of EYOF as well as the EOC approved anthem, are played.

3.5. To be checked and approved by the EYOF Coordination Commission:

- Layout and logistics of the stadium/area
- Stage design and branding + overall stadium/area branding
- Programme (including pre and post CLOCER activities)
- Scenario
- Script
- Any video/graphics to be showed during the ceremony
- Video of the next organiser
- Invited guest list
- Seating order (VIPs, guests, NOCs delegations)

4. Victory Ceremony at Winter EYOFs

The goal of a Victory Ceremony (VIC) is to honour the athletes who won a medal at the European Youth Olympic Festival (EYOF), in a manner befitting their extraordinary achievement, while promoting the spirit of Olympism and sportsmanship, and making the moment memorable.

The Victory Ceremony shall take place every competition day in the evening hours at so called Medal Plaza.
Medal Plaza is a unique venue, usually located in the middle of the City or Athletes´ Village, where the majority of the medals are presented, with certain exceptions as allowed by the EOC.

Individual events: the medals shall be awarded to the first three athletes (athletes only)
Team events: the medals shall be awarded to the first three teams (athletes only)

The Victory Ceremony shall include the obligatory elements and protocol such as playing of the national anthem of the winning athletes(s), raising the national flags, medal decoration of the athletes.

The Victory Ceremony must be organised in accordance with the EOC protocol as defined hereinafter in these Guidelines and the instruction of the EOC.

The Medal Plaza location, programme and order must be carefully planned and carried out in a fast pace without any delays.
The Victory Ceremonies must have unified structure, procedure and same look every evening.

The scenario of the Victory Ceremony shall be submitted to the EOC for approval three months prior to the EYOF. The final Victory Ceremony script must be submitted to the EOC for its approval one month prior to the start of the EYOF.

4.1. VIC Planning

- The OC Ceremonies & Protocol department must start the VIC planning as soon as a detailed final sport programme has been approved.
- The order and time of VICs must be carefully planned (based on a daily programme). The VIC time proposal must be approved by the EOC and respective Technical Delegates.

- Basic information about the Victory Ceremony must be provided in the Chef de Mission Manual. A detailed information must be given at the CdM Meeting at the EYOF.

4.2. VIC venue/site/infrastructure

The logistics of the Medal Plaza, location of the podium and flow of various groups involved in the VIC must be carefully planned and approved.

Podium

Podium must be large enough for team/relays VIC.

Podium design must be approved by the EOC.

The podium area should be nicely decorated.

Backdrop

Backdrop (behind the podium) design must be approved by the EOC.

Flagpoles

Flagpoles must be placed in a way that medallist can see them from the podium.

VIC Preparation Area

A special Victory Ceremony preparation area must be set up in the close proximity to the staging area. It is a zone (room, tent) where the medallists (accompanied by team official) and the medals/mascot presenters are gathered and instructed about the VIC procedure and scenario. It serves also as a waiting area (warm/cold drinks shall be available).

Media

The area of the VIC must be kept “clear” so that TV cameras and photographers can take clean shots/pictures

A sector for media shall be secured.

4.3. VIC management & logistics and technical aspects

A well-trained Ceremonies & Protocol team must be available at the Medal Plaza. A perfect system of cooperation between Ceremonies & Protocol department and Sport dpt. must be in place in order to prepare the information about names and nationalities of medallists for speaker, screen operator, for people preparing the flags, for person responsible for playing anthems, for people gathering medallists in the VIC preparation area etc. The same close cooperation is necessary between Ceremonies dpt. and VIP and Protocol dpt. on the names and functions of all medal and mascot presenters, their nomination, transportation to the Medal Plaza to the VIC Preparation area etc.

Official language

The official language of the VIC is English and hosting nation language.

Screens

Screens in the venue shall display:

Name of the sport/event

Names + country of first three winners

Fanfare

The OC must implement a fanfare – a music element announcing the start of each VIC.

Marching music

The OC must choose a lively but festive marching music that will be used for the march of the medallists, presenters and hostesses to and from the podium.

4.4. VIC Procedure

1. Gathering and line up of the presenters and athletes in the VIC preparation area
2. Speaker´s first announcement (VIC, sport, event)
3. Fanfare
4. Marching music
5. Entrance of the hostesses, presenters and athletes
6. Positioning in the awarding (podium) area
7. Medals awards
8. Winner´s national anthem and flag raising
9. Photo shooting
10. Exit of the hostesses, presenter and athletes
11. Speaker´s closing announcement

4.5. VIC detailed scenario

Action		Note
Awarding / Podium area	**Backstage – VIC preparation area**	
	Gathering of medallists and medal/mascot presenters and their briefing about the procedure, positions to be placed at the podium area. The line up in the VIC preparation area for marching procedure.	Final check of sport/event, names, nationalities, titles.
Start of the VIC		
Speaker announces the start of the VIC: "*Ladies and gentlemen, the Victory ceremony for the (sport and event) will start shortly."*		Name of the discipline/event shall be displayed on the screen and pictures and/or short video from the race can be shown on the screen (all depending on time and following sports programme)
Fanfare		
Marching music starts to play and hostesses, athletes and medal/mascot presenters are escorted to the stage/podium. (see Annex n.1 EYOF VIC layout of awarding site)	Line up in following marching order: 1. Three hostesses with trays with medals/mascots 2. First hostess accompanying the athletes 3. Silver medallist 4. Gold medallist 5. Bronze medallist 6. Second hostess accompanying the athletes 7. Hostess accompanying presenters 8. Medal presenter 9. Mascot presenter	
Hostesses, athletes and medal/mascot presenters mount the stage		Music stops when the hostesses, athletes and presenters are at their places. Prepare the marks on

		the stage floor indicating where the relevant people shall be standing.
Speaker announcement: *"We are now going to begin the awarding of the medals. The medals will be presented by name, surname, title. The mascots will be presented by same, surname, title."*		Names of first three athletes can be shown on the screen
Speaker announcement: *"3rd place and bronze medallist - name, surname, country."*		
Third athlete mounts the podium.		
Hostess with bronze medal and mascot on a tray approaches the podium.		
Medal presenter approach the podium, takes the bronze medal and decorates the third athlete and goes back to his/her initial place.		
Mascot presenter takes the mascot and awards the third athlete and goes back to his/her initial place.		
Speaker announcement: *"2nd place and silver medallist - name, surname, country."*		
Second athlete mount the podium.		
Hostess with silver medal and mascot on a tray approaches the podium.		
Medal presenter takes the silver medal and decorates the second athlete and goes back to his/her initial place		
Mascot presenter takes the mascot and awards the second athlete and goes back to his/her initial place		

Speaker announcement: *"1st[d] place and gold medallist - name, surname, country."*		
Winner mounts the podium		
Hostess with gold medal and mascot on a tray approaches the podium.		
Medal presenter takes the gold medal and decorates the first athlete and goes back to his/her initial place		
Mascot presenter takes the mascot and awards the first athlete and goes back to his/her initial place		
Speaker announcement: *Ladies and Gentlemen, please stand up (raise) for the national anthem of ……(country)*		Very important to double check that the right anthem is being played.
Anthem is being played and the three flags are being raised on the flag poles or displayed in an electronic format.		The flags poles must be placed in such a way that athletes can face them from the podium, the short version of the anthem shall be played (around one minute)
Athletes stay on the podium for photo shooting (up to 30 seconds)	Only athletes go to gold podium for photos	
Marching music starts to play, and hostess, athletes and presenters march out of the stage/podium and are escorted back to the VIC preparation area.	Marching order when exiting the awarding area: 1. Hostess accompanying presenters 2. Medal presenter 3. Mascot presenter 4. First hostess accompanying the athletes 5. Bronze medallist 6. Gold medallist 7. Silver medallist	Medal boxes are distributed to medallists after VIC ceremony.

	8. Second hostess accompanying the athletes 9. Three hostesses with empty trays	
Speaker announcement: *"Ladies and gentlemen this concludes the Victory ceremony for xx sport and xx event* *Congratulations to the medallists and thank you medal and mascot presenters."*		
Speaker announces next VIC and the same procedure follows		
After the last VIC speaker invites the spectators for the next day competitions		

Note:
Speakers announcements should be made in both English and local language.
It is to be agreed whether mascots, flowers or any other gift will be awarded.

4.6. Medal and Mascot Presenters

The process of nomination, invitation, confirmation and transportation of presenters to the VIC and back is quite a demanding operation. A special team within the VIP & Protocol department must be dedicated to this operation and cooperate very closely with Ceremonies department.
There are several steps that must be carried out:

4.6.1 Plan

The OC must prepare detailed VIC matrix template per day including time of VIC, sport, full event name, columns with name of medal presenter, name of mascot presenter and their titles and nationality. This must be presented to the EOC 3 month prior to the OPCER.
Some (consecutive) VICs, taking place in a row, may be grouped and awarded by the same people.
See Annex n.2 EYOF VIC matrix template

4.6.2 Presenters' nomination policy

- There will always be two presenters for individual events VICs. One medal presenter and one mascot presenter.
- For VIC of teams more medal/mascot presenters can be appointed. Such cases will be agreed between the EOC and OC.
- As a general rule the medals shall be awarded by:

  → EOC EC members

  → NOCs Presidents and Secretaries General

  → Any international sports environment representatives appointed by the EOC

  →Any other persons specifically appointed by the EOC

  Mascots should be awarded by:

  → IFs representatives

  → Local representatives (from sport, political, any public authorities)
- The EOC will nominate people awarding medals based on the actual list VIPs/guests including Arrivals and Departures and hotel info received from the OC. A close cooperation with VIP dpt. is necessary. The names will be inserted in the VIC matrix.
- The EOC will also pre-nominate the IFs mascot presenters based on the agreement with IFs. The names will be inserted in the VIC matrix.
- The OC will nominate people awarding mascots from national environment. The data will be inserted by the OC in the VIC matrix.
- After the confirmation by presenters (see Invitation below) the final VIC matrix must be prepared and approved by the EOC (day by day).

4.6.3 Invitation

- The EOC will provide the OC with pre-nominated names of medal and mascot presenters (except national presenters) filled in the VIC matrix.
- The OC will invite nominated people to award medals by an Invitation letter (see Annex n.7 EYOF VIC Presenter Invitation letter). This letter must be distributed to the nominated people (by email and/or other means to their hotel rooms) together with Guidelines for the EYOF VIC Presenters (see Annex n.8 Guidelines for EYOF VIC Presenters).
- The OC will fill in the matrix the names of the national mascot presenters so that the matrix is completed. The system of inviting national guests to award mascots is fully in the hand of the OC.

4.6.4 Confirmation

The invited people must confirm whether they accept the invitation (see Annex n.7). Such confirmation can be done by email, by phone or in person in the EOC office in the EOC Family hotel. The EOC/OC upon agreement will set up a special e-mail address and a phone number for such purpose.

4.6.5 Transportation

Based on presenters' confirmation the OC must arrange the transportation for presenters (as stated in Annex n.8 Guidelines for EYOF VIC Presenters) to and from the Medal Plaza. Transport info must be adjusted based on the respective EYOF transportation system! The ideal situation is to group all presenters in the EOC Family hotel and transport them all together (or in two groups) to Medal Plaza and escort them to the VIC preparation area.

4.6.6 Medal Plaza Check-in Procedures

- Presenter must be escorted to the VIC preparation area and identify themselves at the "VIC desk".
- Presenters will be given a briefing about the VIC and they either stay in the VIC preparation area or they can go and watch the VIC but must be back at least 10 minutes before their VIC. All presenters must get an access to VIC preparation area (a special pass, wristband…)

4.6.7 Changes

- EOC/OC must be ready for possible last-minute changes in some exceptional cases (e.g. change of medal presenter based on an event result) or if the assigned presenter doesn´t show up on time in the relevant venue. In such case immediate contact between OC and the EOC is necessary in order to find another presenter.

4.7. Athletes´ appearance/conduct

- The medal winners/teams in each event must attend VIC.
- The athletes are not allowed to take any sports equipment or accessories, national flags or any other national, cultural or religious symbols on the podium.
- No kind of demonstration or commercial, political, religious or racial propaganda is permitted during the Victory Ceremony.

- Winners must attend the VIC in the official NOC delegation uniform or in the sports uniform when the ceremony takes place immediately after the competition.
- Athletes are expected to take off the caps when receiving medals and keep it in the hand throughout the ceremony (especially when playing the national anthem and raising of the flags).
- Athletes are required to face the flags while they are being raised and the anthem is being played.

4.8. Flags

- The National fabric flags of the first three athletes/teams are raised on the flag poles that must be placed in the sports venue in such a way that medallists can see them from the podium. If in special cases the installation of the flag poles is not possible (e.g. due to space limitation) the alternative way of displaying flags must be discussed with the EOC (e.g. flag raising in electronic format on the screen).
- The system of preparation of the flags for the ceremonies must be perfect and very fast. A special flag team must be established. The OC must get ready for the situation when three athletes from one country are on the podium = three same flags are necessary.
- The OC must get ready for the situation of two third places! If a tie occurs, two flags may be flown from the same pole during medals ceremonies. The flags will be hung in alphabetical order from top to bottom or left to right.
- The OC is responsible for flag approval during the Seminar. The verification of the correctness of the national flags must be signed by CdM in a protocol.

4.9. Anthems

At the Victory Ceremony the National anthem of the winner(s) is played.
The EOC will provide the set of 50 national anthems to the OC before the Chefs de Mission (CdM) Seminar. The OC must obtain anthems approval during the Seminar. The verification of the correctness of the national anthems must be signed by CdM in a protocol.

4.10. Medals

- Medals – there must be a sufficient number of sets of medals (gold, silver and bronze). A reserve number of medals must be foreseen in case of a tie.
- One side of the medal belongs to the EOC, must contain the EOC logo without the IOC rings and the full name and the edition of the relevant EYOF.

- The other side of the medal and the ribbon must be designed by the OC and must be submitted to the EOC for its approval latest three months prior to the EYOF. The OC side´s design shall include the logo of the relevant EYOF, the year and place/city when and where the EYOF takes place. See examples in Annex n.3. This must be without the IOC rings.
- The boxes for the medals must be also foreseen by the OC. These boxes are given to medallists right after the VIC when they have marched out from the VIC area.
- Three sets of medals must be provided to the EOC for its archive.

4.11. Mascots

Mascots or another commemorative item should be given to the medallists.

4.12. Victory Diploma

- First three athletes/teams shall receive Victory Diplomas.
- The graphics layout shall be created by the OC and submitted to the EOC for approval latest three months before the EYOF. See example in Annex n.4.
- The Victory Diplomas are not distributed to the winners at the podium. They are to be collected from the NOC Services Center by the Chef de Mission or his/her Deputy the day after the respective Victory Ceremony.

4.13. To be checked and approved by the EOC

- Location of the Stage/Podium, flag poles in the sports venue
- Stage/podium/backdrops design and branding and decoration
- VIC matrix template per days at least 3 month before the OPCER
- VIC Scenario
- VIC Script
- Mascots/gifts to be awarded
- Fanfare and Marching music
- VIC inner logistics (VIP lounge location, VIC preparation area, marching route, flags and medals preparation)
- Design of Medal and ribbon
- Design of Diploma

- List of international and national presenters
- EYOF VIC Presenter invitation letters
- Guidelines for EYOF VIC Presenters

5. Flower Ceremony

Unless otherwise authorised by the EOC, the Flower Ceremony (FLOCER) shall take place immediately after the event at the corresponding sports venue.

The Flower Ceremony must be organised in accordance with the EOC protocol as defined hereinafter in these Guidelines and the instruction of the EOC EYOF Commission.

Flowers are presented to the athletes/teams for the first three places. No raising flags, no plying of anthems is included in this ceremony.

Appropriate place in the venue (usually finish area) and time must be approved by the relevant Technical Delegate.

The scenario of the Flower Ceremony shall be submitted to the EOC for approval three months prior to the EYOF. The final Flower Ceremony script must be submitted to the EOC for its approval one month prior to the start of the Festival.

Flowers should be presented by a representative of the international sports environment or by a representative of the national sport/social/political environment. The list of people presenting the flowers must be prepared in cooperation with the EOC and approved by the EOC. The persons presenting the flowers must be duly invited, transported and accompanied to the designated area at the sports venue and well instructed about the Flower Ceremony procedure. Please see the similar procedures related to VIC and relevant Annexes regarding this topic.

5.1. Structure of a Flower Ceremony

Action		Note
Stage / Podium area	**Backstage**	
	Transport of flower presenter from hotel to the venue	
Warm-up music		
	Gathering of medallists and person presenting flowers and their briefing about the scenario,	Names, countries, titles and sport/disciplines are checked, the athletes and presenter are lined up for

	procedure, positions to be placed at the stage. The line up in the FLOCER preparation area.	marching to the podium area
Start of the FLOCER		1. Fanfare
Word of welcome by official speaker (MC)		2. Announcement
Speaker announces the start of the FLOCER of specific sport and discipline/event		3.March
Music starts to play	Athletes and presenters are escorted to the stage/podium. Order of march: • three hostesses with trays with flowers • Silver, gold and bronze medallists • hostess • Person presenting flowers	Specific song/music should be played while the people are marching towards the podium
Hostesses, medallists and person awarding flowers are placed on the stage/at the podium area (see Annex 1)	Music stops when the hostesses, athletes and presenters are at their places and speaker announces the FLOCER of specific sport and discipline/event	
Speaker announces who will award flowers		
3rd place goes to ... (name and country)		
Third athlete mounts the podium		
Hostess with flower approach the podium		
Flower presenter takes the flower and decorates the third athlete and goes back to his/her initial place		
2nd place goes to ... (name and country)		
Second athlete mounts the podium		
Hostess with flower approach the podium		
Flower presenter takes flower and decorates the second athlete and goes back to his/her initial place		
The 1st place goes to ... (name and country)		
Winner mounts the podium		
Hostess with flower approach the podium		

Flower presenter takes the flower and decorates the winner and goes back to his/her initial place		
Athletes will stay on the podium for photo shooting		
Speaker congratulates the athletes		
Music starts and the hostess, athletes and presenter(s) march out of the stage/podium and are escorted back to the designated area		

Remarks

- Basic information about the Flower Ceremony must be provided in the Chef de Mission Manual. The detailed information must be given at the CdM Meeting at the EYOF.
- The location of the podium and flow of various groups as well as correct timing (basically right after the end of the competition) must be carefully planned and approved by the respective Technical Delegate.
- The layout of the podium area and flow of involved persons is similar to VIC (see Annex 1).
- Podium must be large enough for medal teams and members of relays.
- A Flower Ceremony preparation area must be set up where the medallists and the persons presenting the flowers are gathered and instructed about the FLOCER procedure and scenario.
- Athletes are not allowed to bring any sports equipment or national flags to the podium.
- The OC must prepare detailed FLOCER chart per day including time of FLOCER, sport, full event name, name of presenter of flowers similar to VIC (see Annex 2)
- A sector for media shall be secured – especially for photographers and TV crews.
- The OC should choose one music motive serving as a jingle (official music element of the EYOF) to be used for FLOCER (can be the same as for VIC).
- A perfect system of cooperation between Ceremonies department and Sport dpt. must be planned in order to prepare names and countries of medallists for speaker and for people gathering medallists in the FLOCER preparation area etc. The same cooperation is necessary between Ceremonies dpt. and VIP dpt. on the names and functions of flower presenters.
- Transportation of flower presenters to the FLOCER must be organised by the OC. They must get clear information at what time they will be transported and from where. Close cooperation with NOCs assistants and VIP department is important.

5.2.

5.3. Flags in the competition venues

Fabric flags must be displayed visibly on the flag poles (or similar facility/device designated for flags) in the competition venues in following order:

1. EOC

2. Flag of respective EFs/IFs
3. NOCs Flags (of competing countries)

At all competition venues only the flags of NOCs qualified to compete at that venue must be displayed in the alphabetical order (not starting with Greece). The fabric flags are preferred. If a venue doesn´t allow such solution the OC must submit the alternative solution to the EOC Coordination Commission for its approval.

5.4. Flowers

The flowers should be rather small (low/short) bouquets. Other options to flowers can be considered.

5.5. Flower Presenters

The process of nomination, invitation, confirmation and transportation of presenters to the FLOCER and back is quite a demanding operation. A special team within the VIP department must be dedicated to this operation and cooperate very closely with Ceremonies dpt.
There are several steps that must be carried out:

- **Plan**

The OC will prepare the FLOCER chart similar to VIC chart that is showed in Annex 2.

- **Nomination**

The EOC together with the OC will nominate people from international sports environment and local environment awarding flowers based on the actual list of VIPs/guests including Arrivals and Departures received from the OC. A close cooperation with VIP dpt. is necessary.
The data will be inserted by the OC in a chart similar to VIC chart showed in Annex 2.

- **Invitation**

The OC will invite nominated people to award flowers by an invitation letter similar to VIC invitation letter shoved in Annex 3.

- **Confirmation**

The invited people must confirm whether they accept the invitation. A template shall be similar to this of VIC showed in Annex 4.

- **Transportation**

Based on the confirmation the OC must arrange the transportation for presenters and inform them when and where a vehicle will be ready for them. The OC is responsible also for the transportation from the FLOCER back to the hotels or indicated place.

- **Awarding**

The presenter must be transported to the VIP lounge where they identify themselves to the VIP lounge volunteer. This volunteer will liaise with FLOCER team who will escort the presenter to FLOCER preparation area where they are welcomed and instructed about the Flower presentation and its scenario and logistics. After the ceremony they are transported back to the hotel or designated place.

Note:

If the nominated flower presenter is not available on time (and if no appropriate substitute can be found), the flowers shall be presented by the Technical Delegate of the respective competition.

5.6. <u>To be checked and approved by the EYOF Coordination Commission:</u>

- Location of the Stage/Podium
- Stage/podium/backdrops design and branding
- FLOCER plan per days
- Scenario
- Script
- FLOCER inner logistics (flags and medals preparation, cooperation between Ceremonies, Sport and VIP depts.., etc.)
- List of flower presenters

6. Participation certificate

Each accredited member of the NOC delegation must receive the participation certificate (diploma) signed by the EOC President and the President of the Organising Committee. The graphic design draft must be sent to the EOC for its approval two months prior to the EYOF latest. A sample can be found in Annex n. 5.

Certificates are to be collected from the NOC services Center by the CdM or his/her Deputy in the second half of the Festival. Alternatively, electronic versions of participation certificate are recommended as EOC aims to enforce sustainability.

7. Mascot

The **mascot** is fictional characters, usually an animal native to the area or human figures, who represent the cultural heritage of the place where the EYOF is taking place. The mascots are often used to help market the EYOF to a younger audience.

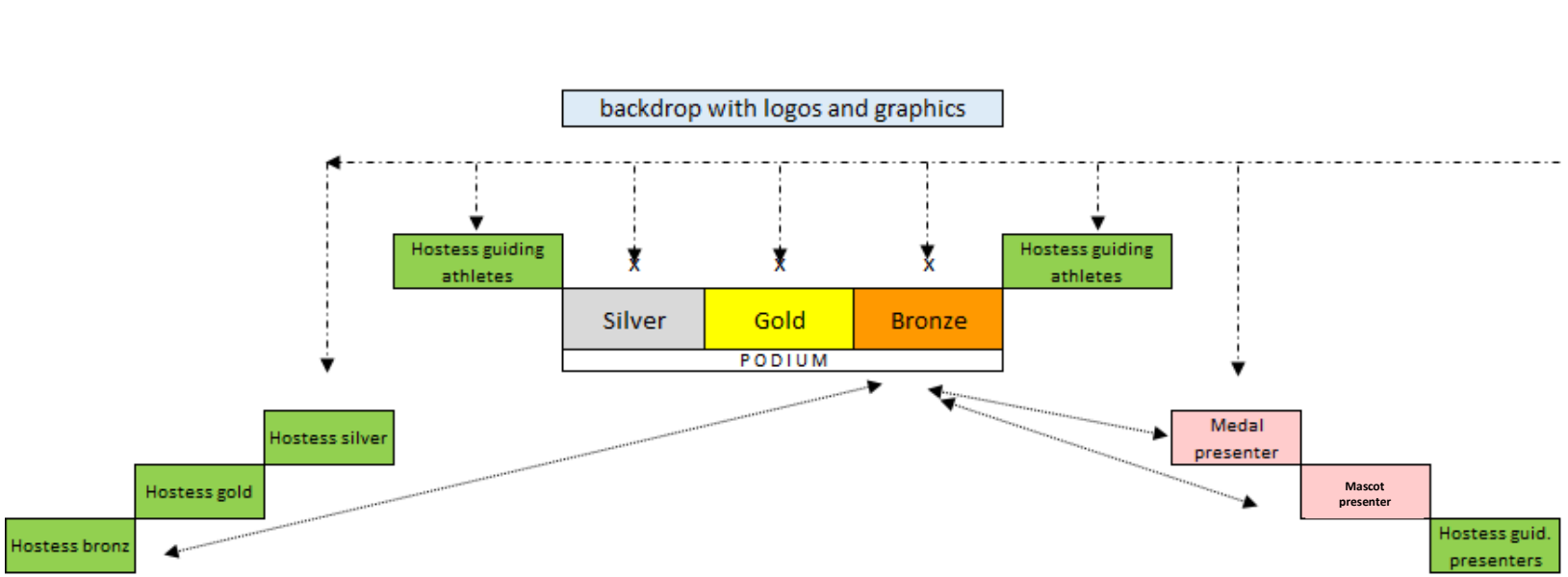
The OC is free to create a mascot and its name and submit the proposal to the EOC for approval.

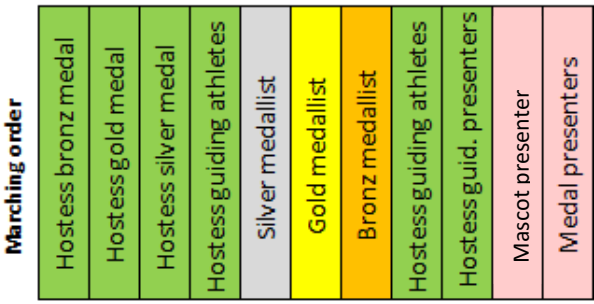
Annexes

Annex n.1 EYOF VIC layout of awarding site
Annex n.2 EYOF VIC matrix template
Annex n.3 EYOF Medal design
Annex n.4 EYOF Victory Diploma
Annex n.5 EYOF Participation Certificate
Annex n.6 OPCER dinner and transport plan
Annex n.7 EYOF VIC Presenter invitation letter
Annex n.8 Guidelines for EYOF VIC Presenters

Annex n.1 EYOF VIC layout of awarding site

EYOF Victory ceremony / layout of the awarding site





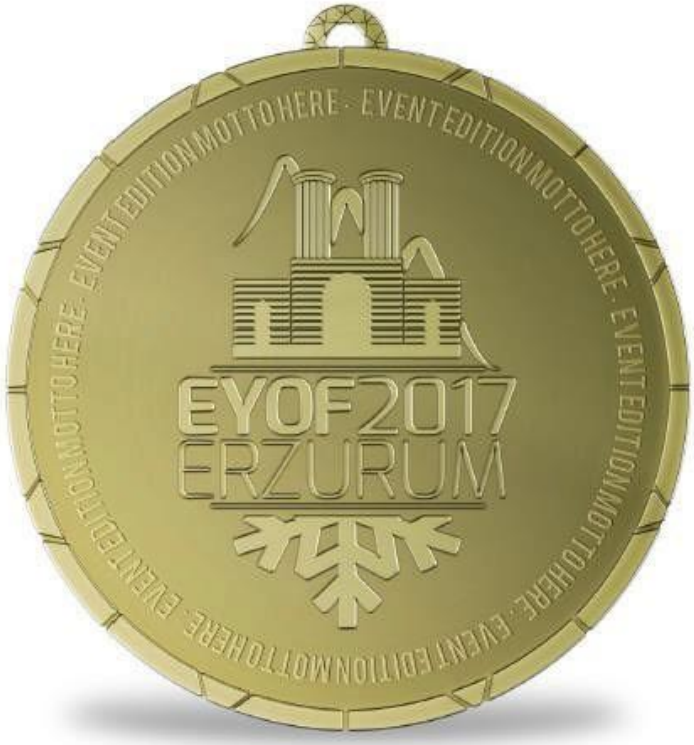
The position of medal/flower presenters and hostess with medals and flowers can be changed (mirrored) based on venue logistics. In such a case the marching order must also change.

Annex n.2 EYOF VIC matrix template

EYOF VIC matrix template																								
WEDNESDAY DAY 03 - JULY 17																								
							Competition	Medal Ceremony				Medal Count			Presenter Info			Medal Presenter			Flower Presenter		
VIC Number	COMP Code	Sport	Event Title	Venue	Cluster	Date	Session Time	Start Time	Duration	End Time	Call Time	G	S	B	Set	Type	Quick Ref Number	Name	Title/Position	Country	Name	Title/Position	Country
1		Gymnastics	All-Around Group	AG Hall	New Tbilisi	17.VII	10:00 - 14:45	14:43	0:08	15:53	14:28	6	6	6	1	MEDAL		Marian Kvesic	NOC P	BIH			
																G/F							
1		Swimming	Women 100m Freestyle	SW pool	New Tbilisi	17.VII	14:00 - 20:15	20:12	0:08	20:27	19:57	2	2	2	2	MEDAL		Rafaelle PAGNOZZI	EOC SG	Italy			
																G/F							
2		Swimming	Women 200m Backstroke	SW pool	New Tbilisi	17.VII	21:15 - 22:15	23:00	0:08	23:10	22:45	1	1	1	3	MEDAL		Philippe VANDER PUTTEN	NOC CEO	Belgium			
																G/F							
3		Swimming	en 50m Freestyle	SW pool	New Tbilisi	17.VII	20:30 - 22:45	23:13	0:08	23:23	22:58	1	1	1	3	MEDAL		Philippe VANDER PUTTEN	NOC CEO	Belgium			
																G/F							
1		Athletics	Girls Triple Jump	AT stadium	New Tbilisi	17.VII	15:30 - 19:00		0:08			1	1	1	4	MEDAL		Maksim RYZHENKOV	NOC 1.VP	Belarus			
																G/F							
2		Athletics	Boys 1500m	AT stadium	New Tbilisi	17.VII	15:30 - 19:00		0:08			1	1	1	5	MEDAL		Maksim RYZHENKOV	NOC 1.VP	Belarus			
																G/F							
3		Athletics	Boys Hight Jump	AT stadium	New Tbilisi	17.VII	19:00 - 21:30		0:08			1	1	1	6	MEDAL		Chingiz HUSEYNZADA	EOC EC	Azerbaijan			
																G/F							
1		Judo	Boys -60kg	JU hall	Academy	17.VII	19:00 - 21:30		0:10			1	1	2	6	MEDAL		Chingiz HUSEYNZADA	EOC EC	Azerbaijan			
																G/F							
2		Judo	Girls -48kg	JU hall	Academy	17.VII	09:15 - 11:53	11:45	0:10	11:53	11:30	1	1	2	7	MEDAL		Joseph CASSAR	NOC SG	Malta			
																G/F							
3		Judo	Boys -66kg	JU hall	Academy	17.VII	13:30 - 17:55	17:45	0:10	17:53	17:30	1	1	2	8	MEDAL		Andre BOLHUIS	NOC P	Netherlands			
																G/F							
4		Judo	Girls +70kg	JU hall	Academy	17.VII	13:15 - 16:10	15:30	0:10	15:38	15:15	1	1	2	9	MEDAL		Kevan KILTY	ISSF	Ireland			
																G/F							

Annex n.3 EYOF Medal design example

SIDE 1



SIDE 2

Annex n.4 EYOF Victory Diploma

XIIth European Youth Olympic Winter Festival in Vorarlberg/Liechtenstein • 25.01. – 31.01.2015

Biathlon Mixed Relay

Name Surname

Country

Gold Medallist

EOC President
(signature)

OC President
(signature)

xxth January 20XX

EYOF graphics can be included.

Annex n.5 EYOF Participation Certificate

XIIth European Youth Olympic Winter Festival in Vorarlberg/Liechtenstein • 25.01. – 31.01.2015

Participation Certificate

Name Surname

Country

EOC President
(signature)

OC President
(signature)

Motto and EYOF graphics can be included.

Annex n.6 OPCER dinner and transport plan

EYOF TBILISI 2015 Dinner and Departure time Sunday, July 26th. OPENING CEREMONY start at 20:15 (travel time AVL - OPCER 30 minutes)									
Recommended times for dinner in dining hall									
17.00		**17.15**		**17.30**		**17.45**		**18.00**	
Group I		**Group II**		**Group III**		**Group IV**		**Group V**	
Greece	63	Czech	133	Iceland	28	Poland	121	Sweden	53
Albania	6	Denmark	56	Ireland	53	Portugal	35	Switzerland	99
Andorra	6	Estonia	48	Israel	45	Romania	94	Turkey	143
Armenia	36	Finland	87	Italy	145	Russian	164	Ukraine	67
Austria	67	France	128	Kosovo	40	San Marino	9	Georgia	193
Azerbaijan	54	FYROM	7	Latvia	102	Serbia	93		
Belarus	89	Germany	147	Liechtenstein	10	Slovakia	44		
Belgium	113	Great Britain	66	Lithuania	69	Slovenia	84		
Bosnia Herzegovina	34	Hungary	111	Luxembourg	23	Spain	86		
Bulgaria	64			Moldova	28				
Croatia	51			Monaco	10				
Cyprus	21			Montenegro	24				
				Netherlands	73				
				Norway	86				
604		**783**		**736**		**730**		**555**	
17 Buses		22 Buses		20 Buses		19 Buses		15 Buses	
Meeting time 18:15		**Meeting time 18:25**		**Meeting time 18:35**		**Meeting time 18:45**		**Meeting time 18:55**	
Departure time 18:30		**Departure time 18:40**		**Departure time 18:50**		**Departure time 19:00**		**Departure time 19:10**	
Arrival time 19:00		**Arrival time 19:10**		**Arrival time 19:20**		**Arrival time 19:30**		**Arrival time 19:40**	
All NOCs has to be gathered 15 minutes before the departure time at TRANSPORT MALL in the AVL									

Annex n.7 EYOF VIC Presenter invitation letter

Place, February XX 2017

Dear Mr./Mrs. XXXXX

We cordially invite you to present (Medals or Mascots) for the XXth European Youth Olympic Winter Festival as indicated below

Date	14 February 2017
Sport	Ski Jumping
Event	Mixed Team event
Venue	Medals Plaza
Presenter Type	Medal Presenter
Call Time	20.15
Ceremony Time	20.30
Departure time from hotel	19.45

Please be ready in the hotel lobby at indicated departure time above.

Attached is the Victory Ceremonies Presenters' Guidelines for your consideration.

Kindly confirm your acceptance of this invitation via e-mail to xxxx@xxxxxxxx, a phone call or a text message to xxxxxxxxxxxxx or in person by bringing this invitation with your signature in the EOC/OC office in the EYOF Family hotel (floor, name of room).

Thank you for your kind collaboration and best regards,

EOC President

Confirmation signature of the presenter

Invitation must be on an EOC + OC common letter head.

Annex n.8 Guidelines for EYOF VIC Presenters

Guidelines for the EYOF Victory Ceremonies Presenters

These Guidelines are to be delivered together with the Invitation letter.

Guidelines may be adjusted/modified according to respective EYOF edition needs.

1. Please reach the hotel lobby at time indicated in your Invitation letter.
2. You will be transported to the Medals Plaza in the City Center.
3. Protocol volunteer will escort you to the Victory Ceremony Preparation Area.
4. There will be a "Welcome Desk" in the Victory Ceremony Preparation Area.
5. Please identify yourself as a medal presenter upon check-in.
6. You will be given a short briefing about the Victory Ceremony procedure.
7. You award a medal/mascot and you get back to the Preparation Area
8. You will be escorted to your transportation and transferred back to your hotel.

- The dress code for the victory ceremonies is as follows:
  - Warm winter (sporty) clothes
- Handshakes are highly recommended. Please avoid hugging and kissing the athletes during the ceremonies.

In case of any question please refer to the EOC/OC office in the EOC Family hotel

Your point of contact in the Victory Ceremony Preparation Area at the Medals Plaza is

Mr./Ms. XXXXXX XXXXXXXXX, OC Victory Ceremony Protocol Manager.

In case of need you can reach him/her at xxxxxxxx phone number.