

# **TRANSPORTATION PLAN GUIDELINES**

November 2020

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## **0. Introduction**

### **0.1 What is the Transportation Plan?**

The Transport Plan is the document that includes all the organising aspects related with the Transport Operation of all European Athletics' event.

This Guidelines contains the description of each section which should be part of the Transportation Plan.

Its aim is to give a clear picture about the planned implementation of the European Athletics transportation standards for European Athletics. It is also to give guidance of the transportation implementation for the personnel working in the Transportation department.

### **0.2 Main objectives**

- A transport service for all the groups with official transport rights:
  - EA Family
  - LOC Family
  - Competition Official
  - Team
  - Press
  - Host Broadcaster
  - International Broadcaster
  - Service
  - Volunteer
  - Young Leader forum (ECH)
- An integrated transport system between different sites of the city: Stadium, training venue(s), warm up venue(s), Hotels, airport, train station and the different official social events.
- A warm welcome in the airport (or railway station) and an efficient transport service to the respective hotels and return at the end of the event.
- An efficient solution to all the incidents during the operation.

### **0.3 Recommendations**

#### **0.3.1 Drivers**

All drivers must be experienced drivers and holding a valid driver's licence. All drivers must be instructed in order to know the routes (airport, hotels, stadium and other official sites), the pick-up and drop off areas and the parking areas.

In addition to knowing the regular routes, it is very important that the drivers know where they have to transport their guest without asking those.

Drivers have to be briefed of all the procedures regarding the vehicle operations such as cleaning of the car, refuelling, tickets (highway, parking), car request protocol and so on.

It is also mandatory for dedicated car drivers to speak and understand well English, and to wear uniform during the shifts.

In the transportation plan, there should be some information about the selection and training of the drivers.

### **0.3.2 Communications**

Communication is important in the transportation division, especially because this is the area where unexpected events can happen at any time. In case of any changes, unwanted situation, the information must be shared as soon as possible with the affected people. Because of this, the LOC must choose the most effective communication channels used by their staff. Walkie-Talkie, Mobile phone, chat groups can also be a good solution. Whatever is chosen, it must be indicated into the transportation plan.

### **0.3.3 Volunteer and staff briefing**

Volunteers and staff must be well briefed in advance about all the important protocols and policies, tasks and workflows to be prepared for the job. Details of the planned actions regarding the education of the volunteers and staff must be defined in the Transportation Plan.

### **0.3.4 Late arrivals, early departures**

During the event, some guests will arrive late or will leave very early. Transportation should still be planned for them. Because of those non-regular times, it might not be possible to ask volunteers (if this is the case) to transport them. The LOC should then anticipate and have professional drivers or taxi drivers picking them up. To ease the process, the driver should always know the guest's name.

In any case, it should be transparent for the guests.

### **0.3.5 Poles**

In case some airlines cannot take poles to the official airport, but to an unofficial airport nearby, the LOC should look into free services to offer to those Member Federations who have no choice but to go through the unofficial airport. Early anticipation on such issues should be taken into account by the LOC.

## 1. Operational calendar

Regular transportation services will begin some days<sup>1</sup> before the first day of competition, and will finish some days<sup>1</sup> after the last day of competition. For EA staff and EA Service Partners, a limited service should be available earlier, upon request.

Transport service for social functions will also be provided according to the social activities.

Transport service for teams and to/from the venue should be based on the competition timetable.

The calendar should give a clear overview when the transportation department has to be ready to operate and about the needed.

The table in the template should be filled out accordingly to the event (e.g. proper number of competition days, official activities, etc.)

## 2. Operational sites

The transport department have to provide service to the following operational sites.

- Stadium/Arena/Course
- Training field
- Airport
- Train station
- Bus station
- Main Accreditation Centre
- Team Accreditation Centre
- VIP Accreditation Centre
- To any venues and sites where social events or any other official activities are taking place, such as EA/LOC official lunch/dinner, Press conference, closing party, etc.

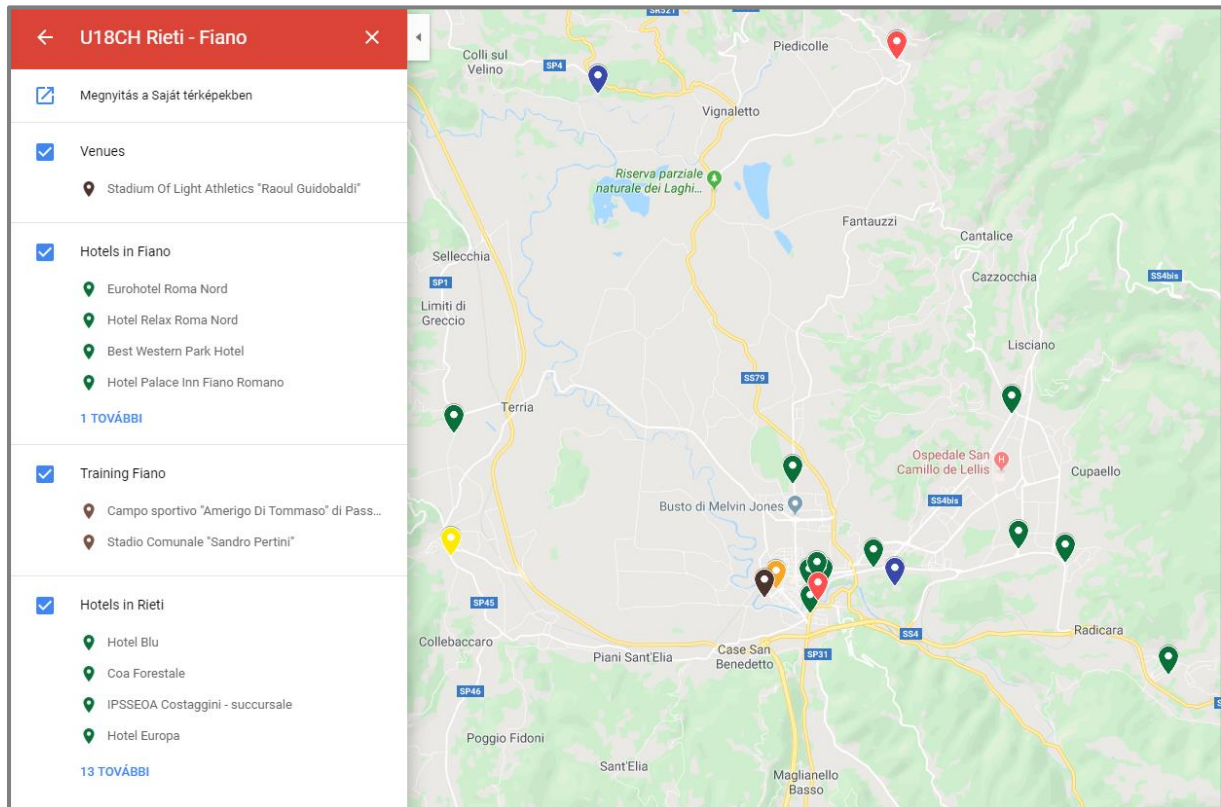
### 2.1 Sites map

For the better overview it is important to add a map marked with the exact location of the official sites.

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<sup>1</sup> Please refer to the Organiser Agreement and its Schedules for exact information

Please find example for the location map below.



## 2.2 Routes

In order to plan and understand the time it could take between each location, all the routes with their duration and time should be detailed. Whether it is upon arrival or on site.

Please refer to the operational calendar (Section 1) to list the routes for each activity from the relevant different operational sites.

### 3. Participants

In order to plan an adequate transportation planning, it is important to specify the approximate number of people who will need to be transported.

The transport department has to provide service to the following categories/groups:

- Teams
- EA Officiating Persons
- EA Family
- EA Service Partners
- International Broadcasters
- Press
- Young Leader participants (if applying to the event)

Other groups made mainly of local people will not – most probably – need transportation (e.g. LOC, Competition Officials, Service, Host Broadcasters, Volunteers). If they do, their numbers will also have to be taken into account.

### 4. Organisational structure

In the planning period it is important to have a clear overview of the staff who will be working in the Transportation department. People will implement the plan and put into action the transportation planning; hence the staff should not be under-calculated.

#### 4.1 Transportation Department Staff

The Transportation plan should detail each position (person, employment date and full time or part time involvement, experience, responsibilities) as follows.

##### **Transportation Manager**

The Transportation Manager is the responsible person and in charge of the planning and all the implementation of the transportation actions. They have to keep in touch with the sub-contractors and must overview the organisational stages and have to oversee the successful implementation of all the European Athletics standards into the transportation actions delivery.

In the Transportation plan a short introduction of the person who fulfils the Transportation Manager position is needed (e.g. experience, references, etc.).

##### **Supervisors/coordinators**

They are the key persons who will be helping the implementation, focusing on the different areas and having direct connection with the staff.



### **Volunteers**

Volunteers must be well briefed about all the tasks they have to fulfil. Briefing/training days for Volunteers are essential to already involve volunteers during the preparation period and inform them in advance about the event and their job.

Manuals/booklets with all the important information for the volunteers are recommended to provide.

### **Drivers, Dispatchers**

For operational positions professional workers or volunteers can be hired. Either solution must be indicated into the Transportation Plan.

### **Subcontractors, partners, involved companies**

Most probably transportation companies (national/local/private), taxi companies, hostess agencies, car/bus rental agencies, production agencies will be involved.

Transportation Plan should include some introduction information about the partners.

## **4.2 Organisational chart**

The Organisational chart is intended to give an overview of the staff and the relations between the working areas. Key positions with names should be shown.

## **4.3 Working terms**

Knowing from what date and under what conditions the working people/volunteers are involved is also key.

In this section, each position should be detailed with the start date, the time dedicated to the project (full time, part time), and the contractual status of the person. Also, based on the national working law, please specify the maximum time the volunteers can work (hours and days in a row, mandatory rest hours/days).

The template shown in Appendix 1 can be used for such section.

## 5. Vehicles resources

In addition to human resources, planning the spaces and logistics around the vehicle use is key.

Regarding cars, please refer to the Organiser Agreement to know how many cars have to be provided for the event. Below is a reminder.

Event	Car Pool (T2)	Dedicated cars (T1)	Total
European Athletics Championships	75	25	100
European Athletics Indoor Championships	15	10	25
European Athletics Team Championships	10	5	15
SPAR European Cross Country Championships	10	5	15
European Athletics U23 Championships	10	5	15
European Athletics U20 Championships	10	5	15
European Athletics U18 Championships	5	2	7
Europe-USA Match	10	5	15

### 5.3 Vehicle fleet

Vehicles that will be used for transportation have to be described in this section.

### 5.4 Standby locations

When not in use, vehicles should be parked on standby close to key locations. In this section the LOC should have maps of where the vehicles will be.

## 6. Signage

Accurate signage for transportation is crucial. Most of the participants will have information about transportation from those signs, therefore the organisers have to make sure the signage in each site is clear and sufficient. Arrows to show the path from A to B can be very helpful. The display of official maps in large size as well on all information boards to show the right direction to each location is also recommended.

The pick-up/drop-off points/bus stops are important so the participants can find easily the spot where to wait for the bus. Signage within the bus regarding its destination is also a must. The display of the timetables at the stops are very useful to participants waiting for the next transportation.

Locations to cover are all the official sites, as well as the vehicles used.

Branding needs also to be included (and approved by European Athletics branding department). Details about the signage used by the transportation department should be detailed in the transportation plan.

### Transport schedule Bus Stop examples

**U18 CHAMPIONSHIPS Gyor 2018**  
**MEDIA SHUTTLE**  
 (Direction Olympic Sport Park)  
**Bus Timetable**

Date	4 July	5 July	6 July	7 July	8 July
Time	9:30	8:00	8:00	8:00	8:00
	10:00	9:00	9:00	9:00	9:00
	14:00	16:00	15:00	15:45	15:30
	15:00	16:30	15:30	16:15	16:00

#gyor2018 gyor2018.com

**U23 CHAMPIONSHIPS Bydgoszcz 2017**  
**Route S1**  
 Stop: Hotel Brda  
 Direction: Zawisza Stadium

Day	Departure
11.07	09 <sup>40</sup> 15 <sup>40</sup> 16 <sup>00</sup> 16 <sup>30</sup> 16 <sup>45</sup> 17 <sup>00</sup> 17 <sup>30</sup>
12.07	08 <sup>40</sup> 09 <sup>00</sup> 09 <sup>30</sup> 09 <sup>45</sup> 10 <sup>00</sup> 10 <sup>30</sup> 10 <sup>45</sup> 14 <sup>40</sup> 15 <sup>00</sup> 15 <sup>20</sup> 15 <sup>40</sup> 16 <sup>00</sup> 16 <sup>30</sup> 18 <sup>45</sup> *
13.07	07 <sup>40</sup> 08 <sup>00</sup> 08 <sup>30</sup> 08 <sup>45</sup> 09 <sup>00</sup> 09 <sup>30</sup> 09 <sup>45</sup> 10 <sup>00</sup> 10 <sup>30</sup> 10 <sup>45</sup> 12 <sup>30</sup> 12 <sup>45</sup> 13 <sup>00</sup> 13 <sup>30</sup> 13 <sup>45</sup> 14 <sup>30</sup> 14 <sup>45</sup> 15 <sup>00</sup> 15 <sup>30</sup> 15 <sup>45</sup> 16 <sup>00</sup> 16 <sup>30</sup> 16 <sup>45</sup> 17 <sup>00</sup>
14.07	07 <sup>40</sup> 08 <sup>00</sup> 08 <sup>30</sup> 08 <sup>45</sup> 09 <sup>00</sup> 09 <sup>30</sup> 09 <sup>45</sup> 10 <sup>00</sup> 10 <sup>30</sup> 10 <sup>45</sup> 12 <sup>30</sup> 12 <sup>45</sup> 13 <sup>00</sup> 13 <sup>30</sup> 13 <sup>45</sup> 14 <sup>30</sup> 14 <sup>45</sup> 15 <sup>00</sup> 15 <sup>30</sup> 15 <sup>45</sup> 16 <sup>00</sup> 16 <sup>30</sup> 16 <sup>45</sup> 17 <sup>00</sup>
15.07	07 <sup>40</sup> 08 <sup>00</sup> 08 <sup>30</sup> 08 <sup>45</sup> 09 <sup>00</sup> 09 <sup>30</sup> 09 <sup>45</sup> 10 <sup>00</sup> 10 <sup>30</sup> 10 <sup>45</sup> 13 <sup>30</sup> 13 <sup>45</sup> 14 <sup>30</sup> 14 <sup>45</sup> 15 <sup>30</sup> 15 <sup>45</sup> 16 <sup>00</sup> 16 <sup>30</sup> 16 <sup>45</sup> 17 <sup>00</sup>
16.07	06 <sup>50</sup> 07 <sup>30</sup> 07 <sup>30</sup> 08 <sup>30</sup> 12 <sup>30</sup> 12 <sup>45</sup> 13 <sup>00</sup> 13 <sup>30</sup> 13 <sup>45</sup> 14 <sup>00</sup> 14 <sup>30</sup> 14 <sup>45</sup> 15 <sup>00</sup> 15 <sup>30</sup> 15 <sup>45</sup> 16 <sup>00</sup> 21 <sup>45</sup> ! 22 <sup>15</sup> !!

\* - Bus goes to Mill Island (Opening Ceremony). Return to hotel from Mill Island at 20<sup>15</sup>  
 !!-Bus goes to Bydgoszcz Trade Fair and Exhibition Centre (Final Party). Return to the hotel from Bydgoszcz Trade Fair and Exhibition Center at 23<sup>00</sup> 01<sup>15</sup>

**Stops**  
 1. Hotel Brda  
 ↓ 10'  
 2. Hotel Maraton  
 ↓ 5'  
 3. Zawisza Stadium

Tylko dla uczestników Mistrzostw i obsługi technicznej.  
 Only for members and staff of Championships.

## 7. Transportation office and desks at the venues

### 7.1 Transportation office

Transportation office is the main base where the Transportation manager and coordination staff are located.

The main functions of the Transport Offices in each one of the sites are the following:

- Manage the Transport System in compliance with the transport rights of each individual.
- Manage all the incidents or new requests related to the transport system.
- Prepare the Information about pick-up time from hotel to airport/train station for the return.

A list of all the actions handled and transportation staff based in the Transportation Office should be detailed.

### 7.2 Transportation desk

The main functions of the Transportation Desks and Welcome Desks in each one of the sites are the following:

- Provide all the information following the transportation Plan
- Manage the Transport System, according to the transport rights of each one of the groups involved.
- Escort the participants to the car or the bus stop.
- Manage all the incidents related to the transport system.
- Help participants to fill out the transport request
- (Distributing) and collecting Departure Forms.
- Inform about the shuttle timetable.
- Inform about pick up times and manage departures

For each of the available transportation desks at the official venues, a list of all the information available and actions handled should be detailed.

### 7.3 Transportation desk & office locations

#### 7.3.1 Locations

In the location chart below, when a field is already ticked, it means it is strongly recommended to have a desk or an office there. You can use this table and adapt it to your event in the transportation plan.

	Location	Venue (Room name)	Information desk	Transport desk	Transport Office
<b>Competition</b>	Stadium/Arena/Course			✓	✓
	Outside Stadium/Arena				
	Warm-up				
	Training				
<b>Non-competition</b>	Airport #1		✓		
	Airport #2		✓		
	Train station				
	Main Accreditation Centre				
	Team Accreditation Centre				
	VIP Accreditation Centre				
<b>Hotel</b>	Team Hotel name1		✓		
	Team Hotel name...		✓		
	VIP hotel name 1		✓		
	Media hotel name		✓		

	TP hotel name				
	Other hotels				

### 7.3.2 Maps

In addition, a map of the exact location of each desk/office will need to be added to the plan.

### 7.3.3 Transportation desks & office operations

In this section, you should list when the transportation desks and office(s) are being activated for the event (dates and times).

## 8. Transportation services

The transport codes and services are:

ECH, EICH	ETCH, EXCH. U23, U20, U18
T1 - Dedicated car	T1 - Dedicated car
T2 - Car pool	T2 - Car pool
T3 - Team shuttle bus	B - Shuttle bus
T4 - Media shuttle bus	
T5 - VIP shuttle bus	

Based on your event and your procedures, add the codes you will use in the transportation plan.

### 8.1 Arrivals

#### 8.1.1 Routes

Transport from airport/train station/other official arrival points need to be provided for participants staying in official hotels and having provided travel details. Those not having provided travel details but staying in an official hotel can be transported if space is available in the bus.

Those not staying in an official hotel will be transferred to relevant accreditation centre. If the accreditation centre is closed when they arrive, they will have to make their own arrangements.

If the Team Accreditation Centre is not in the team's hotel, the team leader should go directly from the point of entry to the Team Accreditation Centre (TAC) to pick up the team's accreditations and do all the administrative tasks if needed. After the process the team leader have to be transported to their respective hotel.

VVIPs with T1 should be welcomed by their dedicated driver. Pick-up boards with names should be printed out from European Athletics Event Management system and volunteers should be waiting and greeting guests showing the way to their assigned car transfer.

T1 holders who are not VVIPs but working people should use the regular car pool or shuttle. Media and Technical Partners should have the option to go directly to their Accreditation Centre first or to their hotel and then to the Accreditation Centre. Young Leaders (for ECH) are usually brought directly to their hotel upon arrival and the group's coordinator goes to pick up their accreditation.

### **8.1.2 Poles transportation**

The transportation division has to take care of the poles upon arrival at any of the official entry points. The process has to be clearly defined about temporary storage area, the labels to have on them, destination, etc.

### **8.1.3 Lost luggage**

In case of a participant's lost luggage or a late delivery, the LOC has to have a solution to support those participants. The procedure has to be described in the transportation plan with the different steps and the key contact person who will follow up on this issue.

## **8.2 T1 – dedicated car**

Dedicated cars with drivers have to be reserved for exclusive use of below mentioned persons:

- European Athletics President
- WA President (if present)
- IOC President (if present)
- SPAR's CEO (if present)
- Doping Control Delegate (if needed)
- Other VIPs according to EA needs

Those cars have to be fully reserved for the specific guests and cannot be used for something else except if agreed with the guests.

### **Drivers and equipment**

All car drivers shall speak English and wear a uniform. All cars have to have mobile hand free phone.

Bottled water should be available in all dedicated cars.

It is important the dedicated driver is the same throughout the entire event. Because long working hours are to be expected, the LOC should make sure this is possible from a legal point of view and hire professional drivers if needed.

Each dedicated driver should start working from the guest's arrival day. Contact information should be known at the latest a week before the guest's arrival day to be communicated to them.

### **8.3 T2 – Car pool**

Those who hold T2 access have the right to request a car and to be transported between the official sites (transportation to other sites is not allowed). Transport requests are to be made by the participants through the Transport/Information Desk as early as possible to allow proper planning. Transportation request form should be made by the LOC and approved by European Athletics. Those forms should be available at any of the sites where car pool is available.

It is important for the LOC to understand guests cannot always know in advance their needs in terms of T2 and therefore it is difficult to ask them to request transportation 24hrs in advance.

In case some guests, who have T2, request transportation to the airport in order to decide on their pickup time and not use the transportation planned by the LOC for them, this is not allowed. T2 are not for departures.

In Appendix 3, an example of template to use can be found.

### **8.4 Shuttle services**

All the shuttle times should be displayed at each departure spot and well in advance to avoid people asking about it and to allow them to plan accordingly.

The template shown in Appendix 2 can be used for such section. It can also be used as a separate document for more clarity.

#### **8.4.1 Teams**

Shuttle service for teams should be operated between the official team hotels and the competition venue/training area/other.

It is extremely difficult to anticipate the time and number of team members who will use each shuttle bus. Hence having frequent buses with a large capacity.

It is strongly recommended to have a dedicated bus line for each hotel. Without doing so, the risk is to have a full bus arriving at the next team hotel, which cannot happen.

For side events (Press Conference, Technical Meeting, EA-LOC Lunch/Dinner, etc.), transportation should also be planned.

For the very few athletes asked to attend the Press Conference, a dedicated car should be organised for each of them.

## **Training facilities**

A shuttle service with an approximately 30 – 60 minutes frequency have to transport team members to training facilities. The final departure from the training venue have to be 15 minutes after the closure of the facility.

Throwing venues, if applicable: the estimated frequency of the shuttle service has to be 30 - 60 minutes.

## **Official training**

Based on the size of each group going successively to the Official Training, if not going all together, a very robust bus shuttle schedule should be planned since all the team members will attend at the exact same time.

## **Competition venue**

Shuttle bus transportation to the competition venue arrive at least 2 hours before the first event start and continue until at least 1 hour after the conclusion of the last event. In case of team members retained at the doping control after the last event, some back up cars should be anticipated to bring them back to the hotel if they leave after the last bus.

A shuttle service with an approximately 20 – 30-minute frequency has to transport team members from the team hotels to the competition venue.

The bus stop at the competition venue has to be located next to the warm-up facility.

### **8.4.2 Media**

Shuttle service for media should be operated between the official media hotels and the Media Centre, Press Conference, etc. Shuttle times should be aligned with the opening and closing times of the Media Centre.

Shuttles between the MAC and the Media hotels should be anticipated. The frequency should be around every 30 minutes.

### **8.4.3 VIPs**

Shuttle service for VIPs should be operated between the official VIP hotels and the competition venue, the EA-LOC lunch/dinner, the sightseeing tours, etc. Shuttle times should be aligned with the opening and closing times of the VIP Club, as well as the start and end of the sessions. A shuttle every 30 minutes might not be needed if planned properly according to the information mentioned before.



#### **8.4.4 EA Service Partners**

EA Service Partners have specific needs to properly do their job. The ideal way to organise their transportation to the competition venue is for the LOC to ask them when they need to be picked up and dropped off. Regular shuttles are usually not needed.

#### **8.5 Non-accredited VIP guests**

For those VIP guests who have no accreditation but a VIP invitation/ticket, they should be allowed to use the VIP shuttle as well. The transportation plan should detail what SADs those guests should show in order to be granted access to VIP transportation. This is to agree with the hospitality and accreditation departments.

#### **8.6 Public transportation**

To offer more flexibility to guests and working people, and to decrease the number of people to transport, it is a good idea to offer free public transportation to those people. If so, usually all the accredited people have such privilege.

It is to be specified in the Transportation plan.

#### **8.7 Departures**

The LOC has to keep in mind transportation is to be organised only for guests, participants, staff or team members who are staying in one of the official hotels.

##### **8.7.1 Changes**

In case there are changes to participant's initial departure information, a Departure form is used to inform the LOC about such.

This form is handed to the participant when collecting their accreditation if they already have their new information. The form is to also be available at the transportation desks in each official hotel.

The departure forms have to be collected and handed out to the person in charge of the departure planning and/or updated in the event management system.

In the transportation plan, the process for checking and updating such information has to be detailed.

In Appendix 4, an example of Departure form to use can be found.

### **8.7.2 Display**

Departure planning should be displayed 24 hours before pick-up in each hotel lobby. There is no need to prepare such planning too long in advance as changes might occur until quite late.

It is extremely important to make sure to have such information on time. Guests will ask for it.

### **8.7.3 Poles transportation**

The transportation division has to take care of the poles once the event is finished to bring them back to the official entry points. The process has to be clearly defined about where the athletes leave their poles for pick up, the temporary storage area, the labels to have on them, etc.

## **9. Parking slots**

### **9.3 Teams**

At each team hotel, there should be free parking spots for teams coming with their own car/bus. Exact location, access, number, car/bus information to provide etc. should be detailed to anticipate their arrival.

### **9.4 VIPs**

At the VIP hotels, some spots might be needed as well. There should be some information about the location, access, price, number, car information to provide, etc.

### **9.5 Competition venue**

At the competition venue, some spots might be needed for free. There should be some information about the location, access, number, car information to provide, etc. If some spots are also available for a fee, this is also to specify.

## **10.Risk assessment**

### **10.1 Readiness process**

In this section the LOC should describe how they intend to train their team and other LOC's department teams to react to any unexpected issue that would arise. This is key to be efficient during tense situations.

### **10.2 Examples of unexpected situations to solve**

Unexpected occurrences can happen any time, which have to be solved in the shortest possible time with the best solution. Risk analysis can help to explore what crisis can happen during the event. Risk analysis is also a good way to define and plan the different solutions. In the crisis management section, it can be described how the transportation team plan on being prepared for unexpected situations.



## Appendix 2: On-site schedule

Line 1/VIP, 1 Double-decker 1x 80 ppl capacity

Route	T1	D1	T1	D1	T1	D1	T1	D1	D1	D1	T1	D1	T1	D1	T1	D1	T1
Engeltofta Apartments	-	07:45	07:50	08:25	-	09:55	10:25	10:35	11:10	11:50	12:00	12:30	12:50	13:10	13:30	13:50	14:10
Gavlehov Stadium Park	-	08:00	08:05	08:40	-	10:10	10:40	10:50	11:25	12:05	12:15	12:45	13:05	13:25	13:45	14:05	14:25
Gavlehov Stadium Park	-	-	08:15	08:45	09:15	-	10:45	-	-	-	-	-	-	-	-	-	-
Hotel Aveny	07:05	-	08:35	09:05	09:35	-	11:05	-	-	-	-	-	-	-	-	-	-
Gävle Central Station, bus stop X	07:15	-	08:45	09:15	09:45	-	11:15	-	-	-	-	-	-	-	-	-	-
Gavlehov Stadium Park	07:30	-	09:00	09:30	10:00	-	11:30	-	-	-	-	-	-	-	-	-	-
Gavlehov Stadium Park	-	08:10	-	09:35	10:05	10:15	11:35	10:55	11:30	12:10	12:30	12:50	13:10	13:30	13:50	14:10	14:30
Engeltofta Apartments	-	08:25	-	09:50	10:20	10:30	11:50	11:05	11:45	12:25	12:45	13:05	13:25	13:45	14:05	14:25	14:45

**Ramada Lisboa Hotel - Venue - Ramada Lisboa Hotel (08/12/2019)**

<b>Guest Type</b>	<b>Date</b>	<b>Vehicle Type</b>	<b>Vehicle Code</b>	<b>Leave</b>	<b>Arrive</b>	<b>Leave</b>	<b>Arrive Back</b>
Teams	08/12/2019	BUS	BUS10812	RLH - 7:30	PBV - 7:40	PBV - 7:45	RLH - 7:55
Teams	08/12/2019	BUS	BUS20812	RLH - 7:30	PBV - 7:40	PBV - 7:45	RLH - 7:55
Teams	08/12/2019	BUS	BUS10812	RLH - 8:00	PBV - 8:10	PBV - 8:15	RLH - 8:25
Teams	08/12/2019	BUS	BUS20812	RLH - 8:00	PBV - 8:10	PBV - 8:15	RLH - 8:25
Teams	08/12/2019	BUS	BUS10812	RLH - 8:30	PBV - 8:40	PBV - 8:45	RLH - 8:55
Teams	08/12/2019	BUS	BUS20812	RLH - 8:30	PBV - 8:40	PBV - 8:45	RLH - 8:55
Teams	08/12/2019	BUS	BUS10812	RLH - 9:00	PBV - 9:10	PBV - 9:15	RLH - 9:25
Teams	08/12/2019	BUS	BUS20812	RLH - 9:00	PBV - 9:10	PBV - 9:15	RLH - 9:25
Teams	08/12/2019	BUS	BUS10812	RLH - 9:30	PBV - 9:40	PBV - 9:45	RLH - 9:55
Teams	08/12/2019	BUS	BUS20812	RLH - 9:30	PBV - 9:40	PBV - 9:45	RLH - 9:55
Teams	08/12/2019	BUS	BUS10812	RLH - 10:00	PBV - 10:10	PBV - 10:15	RLH - 10:25
Teams	08/12/2019	BUS	BUS20812	RLH - 10:00	PBV - 10:10	PBV - 10:15	RLH - 10:25
Teams	08/12/2019	BUS	BUS10812	RLH - 10:30	PBV - 10:40	PBV - 10:45	RLH - 10:55
Teams	08/12/2019	BUS	BUS20812	RLH - 10:30	PBV - 10:40	PBV - 10:45	RLH - 10:55
Teams	08/12/2019	BUS	BUS10812	RLH - 11:00	PBV - 11:10	PBV - 11:15	RLH - 11:25
Teams	08/12/2019	BUS	BUS20812	RLH - 11:00	PBV - 11:10	PBV - 11:15	RLH - 11:25
Teams	08/12/2019	BUS	BUS10812	RLH - 11:30	PBV - 11:40	PBV - 11:45	RLH - 11:55
Teams	08/12/2019	BUS	BUS20812	RLH - 11:30	PBV - 11:40	PBV - 11:45	RLH - 11:55
Teams	08/12/2019	BUS	BUS10812	RLH - 12:00	PBV - 12:10	PBV - 12:15	RLH - 12:25
Teams	08/12/2019	BUS	BUS20812	RLH - 12:00	PBV - 12:10	PBV - 12:15	RLH - 12:25
Teams	08/12/2019	BUS	BUS10812	RLH - 12:30	PBV - 12:40	PBV - 12:45	RLH - 12:55
Teams	08/12/2019	BUS	BUS20812	RLH - 12:30	PBV - 12:40	PBV - 12:45	RLH - 12:55
Teams	08/12/2019	BUS	BUS10812	RLH - 13:00	PBV - 13:10	PBV - 13:15	RLH - 13:25
Teams	08/12/2019	BUS	BUS20812	RLH - 13:00	PBV - 13:10	PBV - 13:15	RLH - 13:25

### Appendix 3: Car pool request form

## T2 TRANSFER REQUEST

<b>Passenger First Name</b>	<b>Last Name</b>
<b>Transport Code</b>	<b>Category &amp; Subcategory</b>
<b>Pick-up location</b>	<b>Pick-up date and time</b>
<b>Drop-off</b>	
<b>Further Information (mobile number)</b>	
Any changes must be reported to the information/transportation desk <b>at least 48 hours</b> prior to the scheduled departure. Transfer requests are for on-site transportation to official venues only.	
<b>Please return the form to the Information/Transportation Desk. Thank you!</b>	

## Appendix 4: Departure form

If all current information below is correct, tick the box:

If not, please fill in this form with any correction to the travel details you entered when registering.

<i>Current information</i>	<i>Corrections</i>
<b>First and Last Name</b>	
<b>Category/sub-category</b>	
<b>Country</b>	
<b>Departure Pickup location</b>	
<b>Departure date and time</b>	
<b>Departing from</b>	
<b>Flight Number</b>	
<b>Terminal</b>	
<b>Destination</b>	
<b>Further Information</b>	

Any changes must be reported to the information/transportation desk **at least 48 hours** prior to the scheduled departure. Information about departure time from the hotel will be displayed at least 24 hours before departure in each hotel.

**Please return the form to the Information/Transportation Desk at your hotel.**

**Confirmed by:** \_\_\_\_\_