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## 2. Model Candidature File

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### 2.1 General information

- **Format:** A4
- **Presentation:** Simple, moderate cost. Soft-cover and glued binding; loose leaves and binders not accepted.
- **Medium:** Paper only.
- **Languages:** Each document must be bilingual - English and French.
- **Layout:** The same information must be presented in French on the left-hand page and in English on the right-hand page. Exceptions to this are the cover of each volume and the first page (presentation) of each theme, which will be bilingual.

Each language may be presented in full-page layout or in two columns, in vertical format.

- **Sports pictograms:** The IOC hereby authorises Candidate Cities to use SLOC's pictograms, as well as those of all other OCOGs to which the IOC has the rights of use, on condition that no commercial use will be made of the pictograms and that they are used solely to illustrate your competition sites.
- **Colour illustration:** Colour plans, graphics and other illustrations are permitted to present technical information. Photos may also be used to illustrate sites and infrastructures without increasing the maximum number of pages permitted.
- **Colour code:** The following colour code should be used throughout your Candidature File:
  - **Blue:** Existing infrastructure
  - **Yellow:** Planned infrastructure for which contracts have already been signed
  - **Red:** Additional infrastructure required to host the Olympic Games.

Finally, Candidate Cities must show moderation with regard to expenditure on the presentation of the file. The form and presentation of the file are not evaluation criteria. The IOC wishes to have comprehensive answers so that it can analyse the current situation and potential of a bid. A costly, deluxe presentation therefore serves no purpose.

## **2.2 Instructions regarding answers**

### **2.2.1 General information**

- Concise and concrete answers addressing the substance of the question put forward.
- Answers respecting the form required for each question (see point 2.2.3 below). This aspect is essential for the analysis which the IOC will subsequently perform.
- **Length of answers limited to the space indicated for each theme under point 2.2.2 below.**

### **2.2.2 Volumes and themes**

The 18 themes of the questionnaire must be divided into three volumes:

Volume I : themes 1 to 6  
Volume II : themes 7 to 10  
Volume III : themes 11 to 18.

The table on the next page specifies the maximum number of pages per theme and per volume.

<b>N.B.:</b> <b>The IOC reserves the right to refuse any file which does not comply with the presentation requirements.</b>
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Themes		Max. pages per theme - bilingual
<b>VOLUME I</b>		
	Introduction	16
1	National, regional and Candidate City characteristics	15
2	Legal aspects	10
3	Customs and immigration formalities	6
4	Environmental protection and meteorology	15
5	Finance	15
6	Marketing	10
	Max.	87
<b>VOLUME II</b>		
	Introduction	6
7	Sports	16
8	Venues	150
9	Paralympic Games	12
10	Olympic Village	30
	Max.	214
<b>VOLUME III</b>		
	Introduction	6
11	Medical / Health services	16
12	Security	15
13	Accommodation	10
14	Transport	24
15	Technology	15
16	Communications and media services	15
17	Olympism and culture	6
18	Guarantees	6
	Conclusion	6
	Max.	119
	<b>TOTAL (max.)</b>	<b>420</b>

### 2.2.3 Specific information per volume, theme and question

The IOC requests that you answer the questions in the manner specified. Answers may be of three distinct kinds:

- A. **EXPLANATORY**: textual explanation.
- B. **VISUAL**: concrete information which allows rapid visual grasp and objective analysis of the context: tables, graphics, lists, maps and plans. When an answer has to be given using these elements, any attached explanation must be complementary and extremely brief.
- C. **GUARANTEES**: replies which require undertakings on the part of third parties. C.1, c.2 and c.3 below apply to **every** guarantee. You must check that the three answers given for each guarantee are consistent.

To answer, you should:

- c.1 in the **corresponding theme and question**, indicate only **whether or not** the Candidature Committee has obtained the guarantee in question and **who** gave it;
- c.2 **under theme 18** (Guarantees), indicate "yes" or "no" in the recapitulative list of all the guarantees requested;
- c.3 as an annex to volume III, include all the original documents relating to the guarantees required, according to the list in theme 18, in a binder. Characteristics:
  - Binder:  
this should be made of simple and inexpensive materials and should reflect the presentation and design of the rest of the Candidature File.
  - Guarantees:  
originals must be **clearly identified and referenced** according to the following instructions:
    - Classified according to the 18 themes (with dividers)
    - each guarantee should be in a plastic sleeve, identified with a label stating:

\* **Theme and number** of the question in the Candidature File to which the guarantee refers (e.g. Theme 1 - question 1.10)

\* **Institution, organisation and/or persons** who provided the guarantee

- Languages:  
the guarantees may be provided in the official language(s) of your country. If this (these) language(s) is (are) not English or French, you **must** include, for every guarantee, in the same sleeve, a translation, either in English or in French.

<p><b>N.B.:</b> <b>Only</b> those guarantees requested in the questionnaire should be included in this binder as an annex to the candidature file. Any other document of support, assistance etc. should not be included.</p>
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A detailed list of information by volume, theme and question follows below.

# **VOLUME I**

Themes	1 to 6
Pages	87 max.
Front cover	Name of the city, year of the Games, volume number
Inside front cover	Organisational chart of the Candidature Committee
Inside back cover	Optional or blank
Back cover	Symbol of candidature

Introduction 16 pages max.

- a) General introduction to the Candidature File  
Optional: may include support letters from the national, regional and/or local authorities and greetings or explanation by the Candidature Committee
- b) Introduction to volume I  
Compulsory: must include a preamble and contents of volume I

## **Theme 1**

Pages  
Cover page - page 1  
Page 2 & 3  
(double page)

## **National, regional and Candidate City characteristics**

15 max.  
Title and number of theme + Symbol of the city  
Map of the country showing its continental location, communication axes, distances and major cities

1.1	Explanation
1.2	Explanation + guarantees
1.3	List
1.4	List + explanation
1.5	List + chart
1.6	List
1.7	List + explanation
1.8	List
1.9	Explanation
1.10	List + guarantees + explanation
1.11	Explanation

## **Theme 2**

Pages  
Cover page - page 1

## **Legal aspects**

10 max.  
Title and number of theme

2.1.1	Guarantee
2.1.2	Guarantee
2.2.1	Explanation + guarantee
2.2.2	Explanation
2.3	Explanation + guarantee
2.4.	Explanation
2.5	Statement

## **Theme 3**

Pages  
Cover page – page 1

## **Customs and immigration formalities**

6 max.  
Title and number of theme

3.1	Explanation + guarantee
3.2	Explanation
3.3	Guarantee + explanation
3.4	Explanation
3.5	Explanation
3.6	Explanation

#### **Theme 4**

#### **Environmental protection and meteorology**

Pages	15 max.
Cover page – page 1	As for preceding themes

4.1	Map + chart
4.2	Explanation
4.3	Explanation
4.4	Explanation
4.5	Explanation
4.6	Guarantee
4.7	Explanation
4.8	Explanation
4.9	Table
4.10	Explanation
4.11	Table
4.12	Explanation or chart

#### **Theme 5**

#### **Finance**

Pages	15 max.
Cover page – page 1	As for preceding themes

5.1	Guarantees + explanation
5.2	Guarantee + explanation
5.3	Explanation
5.4.1	Explanation
5.4.2	Explanation
5.4.3	Explanation
5.5.1	Answers according to the structure provided in the questionnaire
5.5.2	Answers according to the structure provided in the questionnaire
5.5.3	Answers according to the structure provided in the questionnaire
5.5.4	Explanation + list

#### **Theme 6**

#### **Marketing**

Pages	10 max.
Cover page – page 1	As for preceding themes

6.1.1	Explanation + contract
6.1.2	Explanation
6.1.3	Explanation
6.2.1	Explanation + guarantees
6.2.2	Explanation + table + guarantees
6.3.1	Explanation
6.4.1	Explanation + list
6.4.2	Explanation + list
6.4.3	Explanation
6.4.4	Explanation
6.4.5	Explanation

6.4.6	Explanation
6.4.7	Explanation
6.4.8	Explanation
6.4.9	Explanation + guarantee
6.4.10	Explanation + guarantee
6.4.11	Explanation
6.4.12	Explanation

## **VOLUME II**

Themes	7 to 10
Pages	214 max.
Front cover	Name of the city, year of the Games, volume number
Inside front cover	Optional or blank
Inside back cover	Optional or blank
Back cover	Symbol of candidature
Introduction	6 pages max.: must include a preamble and contents of volume II

### **Theme 7**

### **Sports**

Pages	16 max.
Cover page – page 1	Title and number of theme
7.1.1	Table
7.1.2	Guarantee
7.2	List or table + explanation
7.3	Explanation
7.4	Explanation
7.5	List + explanation
7.6	Explanation or table + plan
7.7	Table
7.8	Explanation + guarantees
7.9	Explanation
7.10	Explanation

### **Theme 8**

### **Venues**

Pages

150 max.

Candidate Cities must answer the eight questions in this theme for each of the sports on the programme. The theme must therefore be divided into seven parts following the order given below. Within the 150 page limit for the theme, there is no set number of pages for each sport.

- Biathlon
- Bobsleigh
- Curling
- Ice hockey
- Luge
- Skating: speed skating, short-track speed-skating, figure skating



- Skiing: cross-country, jumping, nordic combined, alpine, freestyle, snowboard

Cover (of theme) As for preceding themes  
 Cover (for each sport) Name and pictogram of sport

8.1 Table + explanation + guarantees  
 8.2 Table  
 8.3 Table + explanation  
 8.4 Table  
 8.5 Explanation  
 8.6 Table + explanation  
 8.7 Explanation

## **Theme 9**

Pages  
 Cover page – page 1

## **Paralympic Games**

12 max.  
 As for preceding themes

9.1 Explanation  
 9.2 Explanation  
 9.3.1 Table + brief explanation  
 9.3.2 Map  
 9.4 Plan of the venue + photos (if facility already exists) or 3D drawing (3 dimensions).  
 9.5 Table  
 9.6.1 Explanation  
 9.6.2 Explanation  
 9.6.3 Explanation  
 9.7 List + explanation  
 9.8 Explanation  
 9.9 Explanation  
 9.10 Explanation  
 9.11.1 Explanation  
 9.11.2 Table  
 9.11.3 Explanation + guarantees

## **Theme 10**

Pages  
 Cover page – page 1

## **Olympic village**

30 max.  
 As for preceding themes

10.1.1 Map  
 10.1.2 Chart  
 10.2 Explanation  
 10.3 Explanation + table  
 10.4.1 Plan  
 10.4.2 Plan  
 10.4.3 Explanation  
 10.4.4 Explanation  
 10.4.5 Explanation  
 10.5 Plan + explanation  
 10.6 Explanation  
 10.7 Explanation + guarantee  
 10.8 Explanation + guarantee  
 10.9 Guarantee  
 10.10 Explanation

10.11.1	Guarantee
10.11.2	Explanation

## **VOLUME III**

Themes	11 to 18
Pages	119 max.
Front cover	Name of the city, year of the Games, volume number
Inside front cover	Optional or blank
Inside back cover	Optional or blank
Back cover	Symbol of candidature
Introduction	6 pages max.: must include a preamble and contents of volume III

### **Theme 11**                      **Medical / health services**

Pages	16 max.
Cover page – page 1	Title and number of theme

11.1.1	Graph + explanation
11.1.2	Explanation
11.1.3	Explanation
11.1.4	Explanation + table or graph
11.1.5	Explanation + table or graph
11.1.6	Explanation
11.1.7	List + explanation
11.1.8	Explanation
11.1.9	Explanation
11.2.1	Explanation
11.2.2	Guarantee + explanation
11.2.3	Explanation
11.2.4	Explanation
11.2.5	Explanation
11.2.6	Explanation
11.2.7	Explanation

### **Theme 12**                      **Security**

Pages	15 max.
Cover page – page 1	As for preceding themes

12.1	Explanation
12.2	Explanation
12.3	Explanation
12.4	Explanation
12.5	Explanation
12.6	Explanation
12.7	Explanation
12.8	Explanation
12.9	Explanation
12.10	Guarantee

12.11	Guarantee
12.12	Explanation
12.13	Diagrams
12.14	Explanation
12.15	Explanation

### **Theme 13**

Pages

Cover page – page 1

### **Accommodation**

10 max.

As for preceding themes

13.1	Map
13.2.1	Chart A
13.2.2	Chart B + guarantees
13.3.1	Explanation
13.3.2	Explanation + guarantees
13.4	Explanation
13.5	Explanation + table if necessary
13.6	Explanation
13.7	List + explanation

### **Theme 14**

Pages

Cover page – page 1

### **Transport**

24 max.

As for preceding themes

14.1	Table + explanation
14.2	List + explanation
14.3	Explanation + Map B + Chart I
14.4	Explanation + plan
14.5	Explanation + Map B + Chart I
14.6	Explanation
14.7	Chart IV
14.8	Map
14.9	Explanation
14.10	Explanation
14.11	List + explanation
14.12	Explanation
14.13	Explanation
14.14	Explanation
14.15	List + explanation
14.16	Explanation
14.17	Explanation

### **Theme 15**

Pages

Cover page – page 1

### **Technology**

15 max.

As for preceding themes

15.1	Explanation
15.2	Explanation
15.3	Explanation
15.4	Explanation
15.5	Explanation + guarantee
15.6	Explanation + guarantee
15.7	Explanation
15.8	Explanation

15.9	Explanation
15.10.1	Explanation
15.10.2	Explanation
15.10.3	Explanation

## **Theme 16**

Pages

Cover page – page 1

## **Communications and media services**

15 max.

As for preceding themes

16.1	Explanation
16.2	Explanation
16.3	Explanation
16.4	Map A
16.5	Explanation + guarantees
16.6	Explanation
16.7	Explanation + guarantees
16.8	Explanation

## **Theme 17**

Pages

Cover page – page 1

## **Olympism and culture**

6 max.

As for preceding themes

17.1	Explanation
17.2	Explanation
17.3	Explanation
17.4	Explanation + map (if necessary)
17.5	Explanation + map (if necessary)

## **Theme 18**

Pages

Cover page – page 1

## **Guarantees**

6 max.

As for preceding themes

Include the list of guarantees requested and, for each one, indicate whether or not the Candidate City has obtained it. Do not include any explanations in this theme. All explanations relating to a guarantee should appear under the corresponding theme. The **originals** of all guarantees must be presented as indicated in: Modal Candidature file, question 2.2.3 (point C).

## **Conclusion**

Optional: 6 pages max.

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### 3. Abbreviations

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The complete list of abbreviations can be found in the Olympic Movement Directory. The abbreviations indicated below are those used in the Manual:

IOC	International Olympic Committee
IF	International Federation
NOC	National Olympic Committee
OCOG	Organising Committee of the Olympic Games
MPC	Main Press Centre
IBC	International Broadcasting Centre
ASOIF	Association of Summer Olympic International Federations
AIOWF	Association of the International Olympic Winter Sports Federations
ANOC	Association of National Olympic Committees
ANOCA	Association of National Olympic Committees of Africa
ODEPA	Organización Deportiva Panamericana (Pan American Sports Organisation)
OCA	Olympic Council of Asia
EOC	The European Olympic Committees
ONOC	Oceania National Olympic Committees
IPC	International Paralympic Committee

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## PART III: ANNEXES

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The following documents, given in Part III, will be useful to Candidate Cities during the candidature process:

1. **Olympic Charter:** the basic regulations of the Olympic Movement
2. **Undertaking:** original document that must be signed by the Candidate City authorities and the NOC concerned, and given to the IOC with the Candidature File.
3. **Host City Contract** (and annexes): the document that the city elected to host the XXI Olympic Winter Games in 2010 and the NOC concerned must sign immediately after the election of the city. The IOC Legal Affairs Department is available to discuss the content of this contract, and to settle all details concerning its ratification.
4. **IF Requirements:** all the guidelines and technical requirements given by each IF governing a sport on the programme of the Olympic Winter Games to the Candidate Cities.

N.B.: the technical competition requirements have the force of obligations. The other points are guidelines that each IF and the Candidate City must examine together, in the light of the current possibilities and future needs of each city and IF.

5. **IPC Guidelines:** all the guidelines given by the International Paralympic Committee and the IOC to the Candidate Cities regarding the organisation of the Paralympic Games.
6. **General information:** the IOC Graphic Standards