



FLNS
LUXEMBOURG



14th LUXEMBOURG EURO MEET
27th – 29th January 2012

14th Luxembourg Euro Meet January 27th-29th, 2012

Team Guide & Regulations

(©FLNS 2011 rev06.11.11)



This team guide includes all important information about the 14th Luxembourg Euro Meet 2012 and will help you to organize in the best possible way your trip to Luxembourg. Please check out for updates of the team guide on the official website www.euromeet.lu.

Access control:

All access doors and zones of the aquatic centre will be guarded by access control personal. Access to the different zones will be granted with accreditation only.

Accommodation:

The Euro Meet has 4 official hotels which can be booked through the OC or directly at the hotel **by using the special booking forms or codes**. Special rates will be applied when using booking forms or codes available on the official website. For the official hotels not being in walking distance from the pool (INS and Ibis), a shuttle service will be set up and allow all the teams to go from the hotel to the pool at any time.

1) Novotel Luxembourg-Kirchberg:

The Novotel Luxembourg Kirchberg is a 4 star hotel located on the Kirchberg plateau, close to the institutions of the European Union. It Features **260 spacious rooms**, renovated in 2009, a bar and restaurant, as well as 10 rooms for meetings and seminars. This hotel is ideally suited for business or leisure trips in Luxembourg. Just 10 minutes from Findel airport and close to the historic city centre, the hotel provides also a private paid parking. The Novotel is at 5 minutes walking distance from the Olympic Pool.

Quartier Européen Nord - Plateau de Kirchberg
6, rue Fort Niedergrünewald
L-2226 Luxembourg
Tel: +352 42 98 48 1
Fax: +352 43 86 58

The following rates (incl. breakfast) will be applied when using the Euro Meet forms:

Single: 98. - €

Double: 111. - €

Triple: 138. - €

To be booked directly at the Novotel using a special booking code available on our website.

2) D'Coque Hotel:

D'Coque Hotel has to be booked through the OC. Direct booking with the hotel is not possible. Due to the limited number of the rooms, the allocation of the rooms will be done on a "First come, first serve" basis.

Whether you'd like to make the most of your stay on the site during major events, seminars or training courses, combine several days' relaxation and/or fitness, or simply enjoy a stay in one of Europe's finest sporting centres, d'Coque offers **36 non-smoking double rooms** with every comfort.

Situated a stone's throw from the city centre and not far from the airport, d'Coque is the most practical solution in terms of accommodation. Located close to the cultural and tourist attractions of the magnificent capital of the Grand Duchy, the d'Coque Hotel is undoubtedly the best address for your stay in Luxembourg.

Activities at and near the d'Coque Hotel:

- Dining
- Aquatic centre with centre for Relaxation
- Sports Lessons
- Conference Centre
- A cinema complex and shopping centre
- The centre of Luxembourg-city

2, rue Léon Hengen
L-1745 Luxembourg
+352 43 60 60 222

The following rates (incl. breakfast) will be applied (booking through OC only):

Single: 66. - €

Double: 79. - €

To be booked through the OC using the special form available on our website.

3) Institut National des Sports (INS):

The INS disposes of 37 rooms which are equipped with bath room with shower and toilet, fridge, TV and Wi-Fi internet access. Guest shall bring their bath towels. Due to the limited number of the rooms, the allocation of the rooms will be done on a "First come, first serve" basis.

Institut National des Sports
66, rue de Trèves
L-2630 Luxembourg

The following rates (incl. breakfast) will be applied (booking through OC only):

Single: 39,50. - €

Double: 54,50. - €

Triple: 72,50. - €

To be booked only through the OC using the special form available on our website.

4) Ibis Luxembourg Aéroport:

The Ibis Luxembourg Aero port is just across from Luxembourg Airport, close to the Luxexpo exhibition centre, European institutions and the city centre. An ideal base to explore the natural beauty of the Grand-Duchy of Luxembourg including the Moselle valley and the Ardennes. Book one of our **167 air-conditioned rooms** with Wi-Fi internet access, including a number of family rooms. The hotel also offers a restaurant, a bar and 4 meeting rooms. Free airport shuttle service.

Route de Trèves
L-2632 Findel
Phone: +352 43 88 01
Fax: +352 43 88 02

The following rates (incl. breakfast) will be applied when using the Euro Meet forms:

Single: 74. - € Double: 89. - € Triple: 110. - €

To be booked directly at the Ibis using a special booking code available on our website.

Address of the OC

OC Luxembourg Euro Meet
FLNS Asbl
3, route d'Arlon
L-8009 Strassen
Fax: +352 42 91 14
E-mail: euromeet@flns.lu

Starting from Thursday, January 26th, 2012 at 17h00, the OC can only be contacted by e-mail or at the Welcome Desk in the Aquatic Center.

Age groups:

The age groups of the Euro Meet 2012 are the following:

	Women	Men
Youth	1998 and younger	1996 and younger
Junior	1996-1997	1994-1995
Open	all	all

Accreditations:

Team accreditations:

Team accreditations will be issued to the head of the delegation at the welcome desk. Accreditations must be obtained before entering the Aquatic centre and must be displayed at all times while there. In case of a lost card, the team representative may apply for a new one at the welcome desk.

Media accreditation:

Media accreditations (Journalists, Photographers and Camera-teams) have to be ordered at least one week in advance via the official e-mail address: euromeet@flns.lu.

The accreditations will be issued at the welcome desk and must be displayed at all times.

The welcome desk is open as follows:

- | | | | |
|-------------|---------------|-----------|---------------|
| ▪ Thursday: | 17h00 – 21h00 | ▪ Friday: | 07h00 – 20h00 |
| ▪ Saturday: | 07h00 – 20h00 | ▪ Sunday: | 07h00 – 18h00 |

ATM:

An ATM (cash machine) is available in the main hall of the Coque “Centre National Sportif et Culturel”. The OC does NOT accept credit cards.

Car Park:

A guarded and chargeable car park is available at the Coque. The parking fee has to be paid at the main desk of the Coque. During the weekend (Saturday and Sunday) it is possible to park the car for free in the surroundings of the Coque.

Coque:

Full name “Centre National Sportif et Culturel” is the place of event. The address of the Coque is:

2, rue Léon Hengen
L-1745 Luxembourg

For further information please have a look on their website: www.coque.lu.

Come together:

A get-together for coaches, heads of delegation, judges and officials will take place on Saturday evening (28.01.2012) at 20h15.

The Organizing committee invites you for a drink and some finger food at the VIP lounge located on the first floor below the stands.

Don't miss the occasion to meet colleagues, friends and all the members of the Euro Meet family. We would be glad to welcome you!

Departure:

Times of departure of the teams/federation travelling by train or plane must be indicated at the arrival by each head of delegation in order to organize shuttle services to bring people in time to the airport or the rail station. Please indicate your departure time and date while doing the online registration and confirm this information latest at your arrival at the welcome desk.

A separate form will be included in your welcome bag. Please fill it out and return it to the welcome desk. In case of any changes in your travel schedule please inform immediately the responsible persons at the welcome desk.

Locker rooms:

Locker rooms are located next to the entrance to the aquatic centre. The keys for the lockers are available at the main desk of the Coque against a deposit of 15. – Euro.

Entry fee:

Every team, club or national federation has to pay a one-time entry fee of 20. - Euro. For each individual entry the fee amounts to 13. - Euro. In case the athlete will reach the time standards for each individual result, the OC will reimburse 3. - Euro per entry. The restitution will be paid on Sunday January 29th, 2012 after the heats at the welcome desk. No restitution will be paid for absence.

The entry fees have to be paid **latest by 16.01.2012** via telegraphic bank transfer on the following account:

FLNS-SL – Euro Meet
CCPLLULL IBAN LU98 1111 1753 6485 0000

If you transferred the money only a few days before the event please bring a copy of your bank transaction. We do NOT accept credit cards.

Finals:

Direct finals in all age groups:	Events 1- 4
A and B finals for the fastest 20 swimmers of the heats, independent of their age group:	Events 7-22 and 25–32.
A finals only for the 10 fastest swimmers:	Events 5-6 and 23-24

Classification in the age groups “Junior” and “Youth” according to the results in the heats.

Flossi Hammer:

Flossi is the mascot of the FLNS; he is an elegant and friendly blue shark and his presence on an event like the Euro Meet is an absolute must! Please feel free to take a picture with Flossi.

Internet Access:

Wifi Internet access will be available at the Aquatic center d’Coque. You may download the results from the official website.

Jury:

The official list will be published on our website the week before the event.

Local Transport:

Local transport will be organized by the OC from the Luxembourg airport and from the railway station in Luxembourg to the official Euro Meet accommodations. A shuttle will be running between the pool and the hotels for which reservation has been made through the OC except for the Novotel and the d’Coque Hotel which are in walking distance to the pool.

The detailed schedule of the shuttle bus will be distributed with the welcome back and published in the entrance of the aquatic center.

Teams which have not reserved their hotel through the OC are responsible for their own local transport.

Links to the public transport in Luxembourg: www.avl.lu or www.mobilite.lu

Please be reminded to indicate your arrival and departure times if you travel by plane or train. We need to organise the pick-up.

Meals:

From Friday until Sunday, the OC offers the possibility to take lunch and dinner (except Sunday) at the pool restaurant. The price of one meal is **10,5. - Euro**. The menu is available on our website under the category “Downloads”

The opening hours of the restaurant are as follows:

- Friday:
 - Lunch: 11h30 – 14h00
 - Dinner: 18h00 – 20h30
- Saturday:
 - Lunch: 11h00 – 14h00
 - Dinner: 18h30 – 21h15
- Sunday
 - Lunch: 11h00 – 14h00

Reservation for the meals should be made **before January 16th 2012** via the online registration form.

Outside of the above hours, you can go to the snack bar/ restaurant “La Perla” which offers you a large choice of drinks and food.

Opening hours of “La Perla”:

Thursday 7h30-22h00
Saturday 7h30-22h00

Friday 7h30-22h00
Sunday 7h30-19h00

Media room:

The media room is located on the first floor behind the diving platforms. It is equipped with free internet access and free refreshments. The last row of the stands is reserved for media and has also internet access. Accredited media may meet the swimmers in the media zone behind the starting centre.

Officials meeting:

The officials meeting will be held on Friday 27th of January one hour before the start of the competition at the official’s room.

Competition Office:

The competition office is located on the pool level next to the diving platforms and the starting centre. The competition office will be at the team leader’s disposal for withdrawals, claims and other technical information.

Pools:

The 13th Luxembourg Euro–Meet will be held on **27th-29th January 2012** in the Olympic pool of the Aquatic Centre of the “Coque” in Luxembourg – Kirchberg.

The competition pool has 50m and 10 lanes, depth 2,20m all through, water temperature 26°C, electronic OMEGA timing.

Additionally, six lanes, 50 m training pool and a 25 m warm-up pool are available in the same building throughout the meeting.

Press conference:

The official press conference will be held on Friday 27th of January 2012 in the Amphitheatre of the Coque.

Prizes:

Prize money amounts to a total of 21.000. - Euro.

In the age group “Open” prize money will be paid to the three first in the A-Finals of each event:

1 st :	325 €
2 nd :	200 €
3 rd :	100 €

For records the following prizes will be given:

World Record*:	3.000 €
European Record*:	2.000 €
Meet Record* **:	300 €

In the age groups “Junior” and “Youth” medals will be awarded to the 3 first swimmers in each event. To get the prizes the limit times of the OC must be reached.

* Prize money for records is not cumulative.

** Prize money for Meet records is paid for the best performance of each athlete once per race.

Program:

The competition will take place according the preliminary program joined in the invitation and available on the website. The beginning of the races may be changed if the number of entries makes it necessary. The detailed schedule of the competition will be published on the official

website a few weeks before the event and distributed in the welcome bags on the first day of the competition.

Qualifying event:

The Euro Meet 2012 is an FINA approved qualifying event for the Olympic Games London 2012.

Registration:

Every team has to apply using the online registration form. Applications via E-mail are not accepted. The registration has to be done in two (2) steps.

Please note that the hotels Novotel and Ibis have to be booked directly at the hotel by using the promotion code shown on our website in the category hotels. The d'Coque Hotel and INS have to be booked through the OC. For both please use the forms on our website to get the special rates. The hotel reservation forms have to send to the following e-mail address: euromeet@flns.lu

If one of the hotels cannot be selected in the registration form it means that this hotel is no longer available.

Step 1 – Preliminary entry

From **November 1st, 2011** every interested team or federation may register by filling in the preliminary entry form on our website. At this stage, the following basic data of each team/federation will be requested:

1	Name of the team/federation
2	Name of the contact person
3	Name of the head of delegation
3	Address
4	Country
4	Phone
5	Fax
6	E-mail
7	Preliminary number of swimmers
8	Preliminary number of coaches, officials
9	Choice of the hotel (Novotel, Ibis, Coque, INS)
10	Preliminary number of rooms per day
11	Preliminary numbers of meals per day

Once all the information provided, you will get a confirmation e-mail including your registration number, a username and a login password. The username will be the e-mail address indicated in the registration form. With the registration number, username and login password you may access to the system at **any time** and modify, correct or update the

preliminary data provided in the registration form as often as required. Only after you are sure that all information provided is final you shall to pass to **step 2** of the registration procedure.

Step 2 – Final entry

Latest **before January 16th, 2012**, you need to complete your registration by logging in with your registration number, username and login password filling in **part two** of the online form. You need to confirm the information provided during step 1 of the registration procedure and the following additional and final data will be requested:

12	Arrival date and time
13	Departure date and time
14	Place of arrival (airport or train station)
15	Place of departure (airport or train station)
7.1	Final number of swimmers
8.1	Final number of coaches, officials
10.1	Final number of rooms booked per day
11.1	Final number of meals ordered per day
16	Upload of the detailed registration form "Lenex" (.lxf file)

After confirming the data in step two of the procedure you may **NOT** make anymore changes to your registration. **Important:** Before validating the step 2 please do not forget to upload the registration form "Lenex" (.lxf file)

All entries have to be made in the "LENEX" format. The forms and the program for this type of entries can be downloaded under www.euromeet.lu. In case you use any other format, an **additional fee of 1,5.- Euro per entry** has to be paid.

The entry times shall be 50m pool times not older than 12 months.

The entry fees, consisting of a one-time entry fee of 20.- Euro per team/federation and the individual entry the fees of 13.- Euro per entry have to be paid in advance and **latest by 16.01.2012** via telegraphic bank transfer on the following account:

FLNS-SL – Euro Meet: CCPLLULL IBAN LU98 1111 1753 6485 0000

The restitution of 3.- Euro for those entries having reached the time standards will be paid on Sunday January 29th, 2012 after the heats at the welcome desk. No restitution will be paid for absence.

Deadline for registration: **January 16th, 2012**

Results:

In the aquatic centre Wi-Fi Internet access will be available and you may download the results from the official website www.euromeet.lu immediately after the end of the race.

The results will also be published at two different points in the pool next to the 25m warm-up pool and below the stands on the first floor, under www.euromeet.lu as well as under the official European ranking list www.swimrankings.net (live coverage).

Rules/Regulations:

The 14th Luxembourg Euro-Meet 2012 will be held under the rules of FINA and of the Luxembourg Swimming Federation (FLNS). Every swimmer who is registered through his/her club or national federation, which is as well registered with FINA, can participate.

Shuttle bus:

See „Local transport" above.

Starting Centre:

The starting centre is located behind the diving pool (except for the 50m races) and consists of two chambers. Athletes are fully responsible to be on time at the starting centre. Please always check the actual race program while the competition is running.

Team classification:

For the team classification the 30 best results of one team (conferring to the FINA point table) realised in the heats will be considered. For the teams having less than 30 entries all results will be considered.

The team realising the highest total point score will receive 800 €, the second classified team 400 € and the third team will get 200 €.

Technical Meeting:

The official technical meeting for all team leaders will be held on Friday 27th of January at 13.30pm at the amphitheatre of the Coque.

Training and warm-up:

Warm-up and training at the competition pool is possible Friday to Sunday from 1 ½ hour until 15 minutes before the sessions:

- Friday: 14h00 – 15h15
- Saturday: 7h00 – 8h15 and 16h00 – 17h15
- Sunday: 7h00 – 8h15 and 14h30 – 15h45

In the 6x50m training pool training is possible as follows:

- Thursday from 16h00 – 21h00,
- Friday from 08h00 until 30 min. after the end of the competition,
- Saturday and Sunday from 7h00 until the end of the competition.

For training outside of the above mentioned times, please contact the OC.

T-shirt (official):

The official Euro Meet T-Shirt will be on sale in the “Euro Meet Boutique” on the first floor behind the stands. The funds will be allocated to the “LEN for UNICEF” program.

VIP-Lounge:

The VIP-Lounge is located on the first floor below the main stands. The Organizing committee is pleased to welcome all his partners at the VIP-Lounge for a drink and some finger food.

Only people with the corresponding badge are granted access to the VIP-Lounge.

Victory Ceremony:

Victory ceremonies for the finals will take place immediately after the finals. The three first of every A-Final are reminded not to leave the mixed zone until the victory ceremony is finished. Victory ceremonies for the age groups take place during the heats in the morning. Athletes participating at the victory ceremonies are requested to come immediately to the podium after having been requested to by the presenter.

Voucher (meal):

To get vouchers for a meal, please register online under www.euromeet.lu. Meal vouchers will be distributed at the welcome desk. Please make sure that the meals have been reserved and paid in advance. Only limited number of meals will be on sale at the days of competition.

Withdrawals:

Withdrawals from A- and B-Finals must be declared in writing to the competition office not later than 30 minutes after the display of the results. Late withdrawals or no show will be fined in accordance with the FINA rules.

Websites:

Interesting websites are:

www.euromeet.lu

www.flns.lu

www.swimming.lu

www.coque.lu

www.swimrankings.net

Welcome Desk:**Arrival by plane:**

At your arrival in Luxembourg by plane a member of the OC will pick you up at the airport "Findel". In you cannot find anybody immediately after your arrival, please call the number of our transport coordinator. There you will get all information about transport with the shuttle bus which brings you to your hotel.

Arrival by train:

At your arrival in Luxembourg by train a member of the OC will pick you up at the train station "Gare centrale". In you cannot find anybody immediately after your arrival, please call the number of our transport coordinator. There you will get information about transport with the shuttle bus which brings you to your hotel.

At the airport or at the train station, a welcome team will join you in the shuttle bus to give you all necessary information.

Arrival by car/bus:

At your arrival in Luxembourg by car/bus please address the "Euro Meet welcome desk" at the Coque.

The "Welcome desk" will be open at the pool from **Thursday January 26th, 2012 at 17.00 hours** on. Starting from this time the OC may only be reached by mail or by phone under the number (tbd). Here you can register for the competition and will get all necessary information for a pleasant stay in Luxembourg.