

INFORMATION BULLETIN I



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WELCOME TO DENMARK

By: Kjeld Egebo, President of Danish Swimming Federation

Dear Swimmers. The staging of the 19th LEN European Short Course Swimming Championships 2017 in Copenhagen marks continued growth in Danish swimming. Since 2013 the number of swimmers in the member clubs of the Danish Swimming Federation has increased from 156.000 to 183.000 are active members of one of the 294 swimming clubs. And the numbers are on the rise. At the same time the high performance swimmers are becoming more and more competitive, not least represented with two Olympic medals in Rio.

So the Danes love swimming and the Danish Swimming Federation is very pleased and proud to once again welcome you to Denmark, in the amazing Royal Arena in Copenhagen.

This event represents the continued legacy of Danish swimming, and I sincerely thank LEN for the confidence shown with once again entrusting us such a large swimming-event.

Furthermore I thank our partners – The City of Copenhagen, Wonderful Copenhagen, The Capitol Region and Sport Event Denmark – for their support and commitment in the event. Together, we are pleased to welcome you all! See you in Wonderful Copenhagen.



SWIMMING IS PART OF THE DANISH SPORTING CULTURE

By Lars Lundov, Chief Executive, Sport Event Denmark

Dear athletes, coaches, officials, spectators and LEN! As an active member of the global sports community, Sport Event Denmark hosts a wide variety of major international sporting events and sports congresses each year together with the national federations and host cities. We therefore look forward to demonstrating Denmark's unparalleled potential to meet your needs and to showing our passion about your sport!

Swimming is one of the most popular sports in Denmark and with this EURO2017 we can welcome the World of Swimming back to Denmark as we also hosted the event in 2013 in Herning. This year the event will be staged as the first ever, sporting event in our new state of the art multi-purpose arena, Royal Arena in Copenhagen

Our Danish swimmers have done great internationally and we have recruited the many volunteers from the local swimming clubs therefore we anticipate that the hearts will beat for your sport at the LEN European Short Course Championships 2017.

It is our hope that you will have an excellent stay in Denmark and that you will bring back good memories and results from the championships.

FACTS:

Sport Event Denmark is the national sporting event organisation that offers both financial support and consulting services to organisers of events such as World and European Championships as well as important sports political congresses.

Check out our event portfolio on: sporteventdenmark.com

Share and contribute with #sporteventDK





WELCOME TO COPENHAGEN THE CITY OF SPORTS

In Copenhagen we're proud to be hosting the LEN European Short Course Swimming Championships 2017

We're especially proud to be presenting it as the first sports event in the stunning new Royal Arena. Copenhagen has, over the last decade, developed a great reputation as a powerful partner in hosting some of the biggest international sports events and championships. We will continue to add to our reputation as the Sports City in Scandinavia with Royal Arena as Copenhagen's biggest indoor arena, which hosts up to 15.000 spectators for sporting events.

Denmark has been a proud swimming nation for years, winning several medals from European, World and Olympic Championships. Therefore, it is a great pleasure to be hosting an important swimming event like the European Short Course Swimming Championships 2017 on Danish ground, and we're hoping that all delegates will enjoy their stay in our capital.

The capital of Copenhagen, one of the oldest kingdoms in the world, is easy to access and experience. In Copenhagen, you will be surrounded by the sea and harbor canals where we invite you to go for leisure swim in the clean water at one of our many harbor baths. Furthermore, we hope you will enjoy the flourishing cultural life and vibrant atmosphere in which you can meet the easy-going and open-minded Copenhageners.

Over the past few years the city has hosted great sports events such as World Archery Championships, European Volleyball Championships, European Handball Championships and World Half-marathon Championships, in addition to the yearly Copenhagen Marathon and Ironman Copenhagen. In the future, we are looking forward to hosting the IIHF World Ice Hockey Championships in Royal Arena, and the UEFA European Championships. For now, however, it is all about swimming!

See you in the city of sports - See you in Copenhagen!



GET EARLY-BIRD DISCOUNT ON TICKETS

Dear Federations,
As we are hoping, the championship in Denmark will be a swimming party for all of Europe we would like to offer you the opportunity to purchase tickets for your federation, fans and family of swimmers. There are already sold more than 6000 tickets for the championship, therefore the earlier your federation orders tickets the better seating can the organizer offer you and your fans. Together with LEN has the Danish Federation decided to give all LEN federation 10% discount if they book before 1st of June.

IF YOU ORDER BEFORE 1ST OF JUNE
We can guarantee seating for up to 100 people together depending on category of tickets and a discount of 10 %. So order early for the biggest advantage possible. Category 1 tickets are almost sold out for Friday, Saturday and Sunday.

IF YOU ORDER BEFORE 1ST OF SEPTEMBER
We can guarantee seating for up to 100 people together depending on category of tickets. You can read about ticket-prices [here](#) and see the preliminary schedule [here](#).

Please note that there is no limit on the amount of tickets your federation can buy, but tickets are sold on a first-come, first-serve basis, and after 1st of September there is no guarantee on tickets for national federations.

If you want to book tickets, please contact the Marketing Manager for the Championship Mads Gerner Pedersen on mgp@svoem.dk

Remember that you can always buy tickets at www.ticketmaster.dk/swim. You are also very welcome to share this link with fans of swimming in your country.





COPENHAGEN: A CITY FOR EVERYBODY

Copenhagen is more than just the capital of Denmark. It is a pulsing region of Denmark that offers everything your heart and senses could desire

Transportation to Copenhagen is as easy as ever. You can fly to Copenhagen Airport, which serves more than 26 million travelers per year; you can take the train directly to the city center or drive directly from southern Sweden. You can get from the airport to the city center by train or subway in only 10-15 minutes.

There are numerous possibilities for experiences as a guest in Copenhagen.

The city offers a range of fascinating art experiences. From modern art at the Louisiana Museum with a stunning ocean-view, over classical art at SMK – National Gallery of Denmark, to historical exhibitions at the National Museum of Denmark. However Copenhagen is not just a city of art, but also a city of architecture. Led by the constructions of former Danish king, Christian the 4th, the city shows off great buildings such as Børsen, Rosenborg Castle, Rundetaarn and Kastellet, one of the best-preserved star fortresses in Europe.

The natural environment in the city offers excellent possibilities for outdoor activities. You can take a boat-tour in the canals, a stroll in the Kings Garden, a run in one of the many forest-areas in the city or a bike-ride by the ocean. On the other hand, you could just take a trip to the beautiful amusement park in Tivoli Gardens or a stroll at Langelinie where you can pay a visit to the national treasure that is The Little Mermaid.

Whatever you do during the day in Copenhagen, you can be sure that you can treat your taste buds in the evening. Copenhagen is the uncrowned king of Nordic cuisine. With 18 Michelin stars spread on 15 restaurants and the fantastic wave of the New Nordic Cuisine guarantees an extraordinary experience, often at very affordable prices.

In short, Copenhagen has something for everybody, so bring your friends and family along for an experience that promises to wow you.

See more about Copenhagen:
www.visitcopenhagen.com



Foto: Nicolai Perjesi



Foto: Ty Stange



Foto: Thomas Hvirup Christensen



Foto: Wonderful Copenhagen



Foto: Wonderful Copenhagen



Foto: Ty Stange



ROYAL ARENA

ROYAL ARENA: COPENHAGEN'S NEW LANDMARK

With a capacity of up to 16,000 people for concerts and 12,500 for sports events, the brand new Royal Arena is the biggest of its kind, not only in Copenhagen but also in Denmark.

The arena, with its impressive 35,000 square meters is designed to host a broad variety of events. In its first year of service it will host heavy metal concerts, violin concerts, musicals, circus, wrestling and of course the 2017 LEN European Short Course Swimming Championships as the first sport event in Royal Arena. With world-class service and VIP-facilities Royal Arena is more than capable of hosting events on even the largest scale.

LEN EUROPEAN SHORT COURSE CHAMPIONSHIPS 2017

For the event, two temporary pools will be installed.

- A competition pool measuring 25 m x 26 m (10 lanes) with a depth of 2.0 meters.
- A training pool measuring 25 m x 15 m (6 lanes) with a depth of 2.0 meters.

Spectator capacity during the event will be about 6,500 when both lower and upper level is open. The arena is fully wheelchair accessible.

The arena will be divided into zones for spectators, athletes, VIPs and media and will have free Wi-Fi everywhere, for everyone.

Professional facilities for athletes and coaches – such as warm up facilities, massage areas and coaches' corner – will be established for the event. This set-up will secure optimal conditions for the swimmers in their final preparations.

The press will have access to dedicated, high-speed, Wi-Fi and cabled internet, both at their seats in the arena, and in the press center.



KEY DATES

Training period

Sunday December 10: 09:00 – 20:00

(NB. Competition pool only)

Monday December 11: 09:00 – 20:00

Tuesday December 12: 08:00 – 20:00

Royal Arena

WEDNESDAY DECEMBER 13		THURSDAY DECEMBER 14		FRIDAY DECEMBER 15		SATURDAY DECEMBER 16		SUNDAY DECEMBER 17	
Heats 9:30		Heats 9:30		Heats 9:30		Heats 9:30		Heats 9:30	
100m Butterfly	M	200m Free	M	100m Breast	W	50m Butterfly	M	50m Free	W
50m Breast	W	50m Butterfly	W	50m Free	M	50m Back	W	50m Back	M
50m Breast	M	200m Breast	M	200m Back	W	100m Free	M	200m Breast	W
400m IM	W	100m Free	W	100m Breast	M	200m Free	W	200m Butterfly	M
400m Free	M	100m Back	M	200m Butterfly	W	100m Butterfly	W	400m Free	W
100m Back	W	100m IM	W	200m IM	M	100m IM	M	4x50m Medley	M
200m Back	M	400m IM	M	4x50m Free	W	200m IM	W	4x50m Medley	W
4x50m Free	M	4x50m Medley	Mix			4x50m Free	Mix		
800m Free	W	1500m Free	M						
Semifinals & finals 17:00		Semifinals & finals 17:00		Semifinals & finals 17:00		Semifinals & finals 17:00		Semifinals & finals 17:00	
50m Breast - semi	M	50m Butterfly - semi	W	50m Free - semi	M	50m Back - semi	W	50m Free - semi	W
50m Breast - semi	W	200m Free	M	100m Free	W	50m Butterfly - semi	M	50m Back - semi	M
200m Back	M	200m Breast	M	100m Breast - semi	M	100m Breast	W	200m Breast	W
400m IM	W	100m Free - semi	W	200m Back	W	100m Free - semi	M	100m Free	M
400m Free	M	400m IM	M	200m IM	M	200m IM	W	100m Butterfly	W
100m Back - semi	W	100m Back	W	200m Butterfly	W	100m IM	M	100m IM	M
100m Butterfly - semi	M	100m Back - semi	M	100m Breast - semi	W	200m Free	W	400m Free	W
50m Breast	W	100m IM - semi	W	100m Back	M	100m Breast	M	200m Butterfly	M
50m Breast	M	100m Butterfly	M	100m IM	W	100m Butterfly - semi	W	50m Free	W
4x50m Free	M	800m Free	W	1500m Free	M	50m Butterfly	M	50m Back	M
		50m Butterfly	W	50m Free	M	50m Back	W	4x50m Medley	W
		4x50m Medley	Mix	4x50m Free	W	4x50m Free	Mix	4x50m Medley	M

TEAM LEADERS MEETING

Tuesday December 12: 15:00

TBD

SWIMMING OFFICIAL MEETING

Tuesday December 12: 17:00

BD

OFFICIAL CHAMPIONSHIPS PERIOD

December 13-17, see schedule underneath

Royal Arena

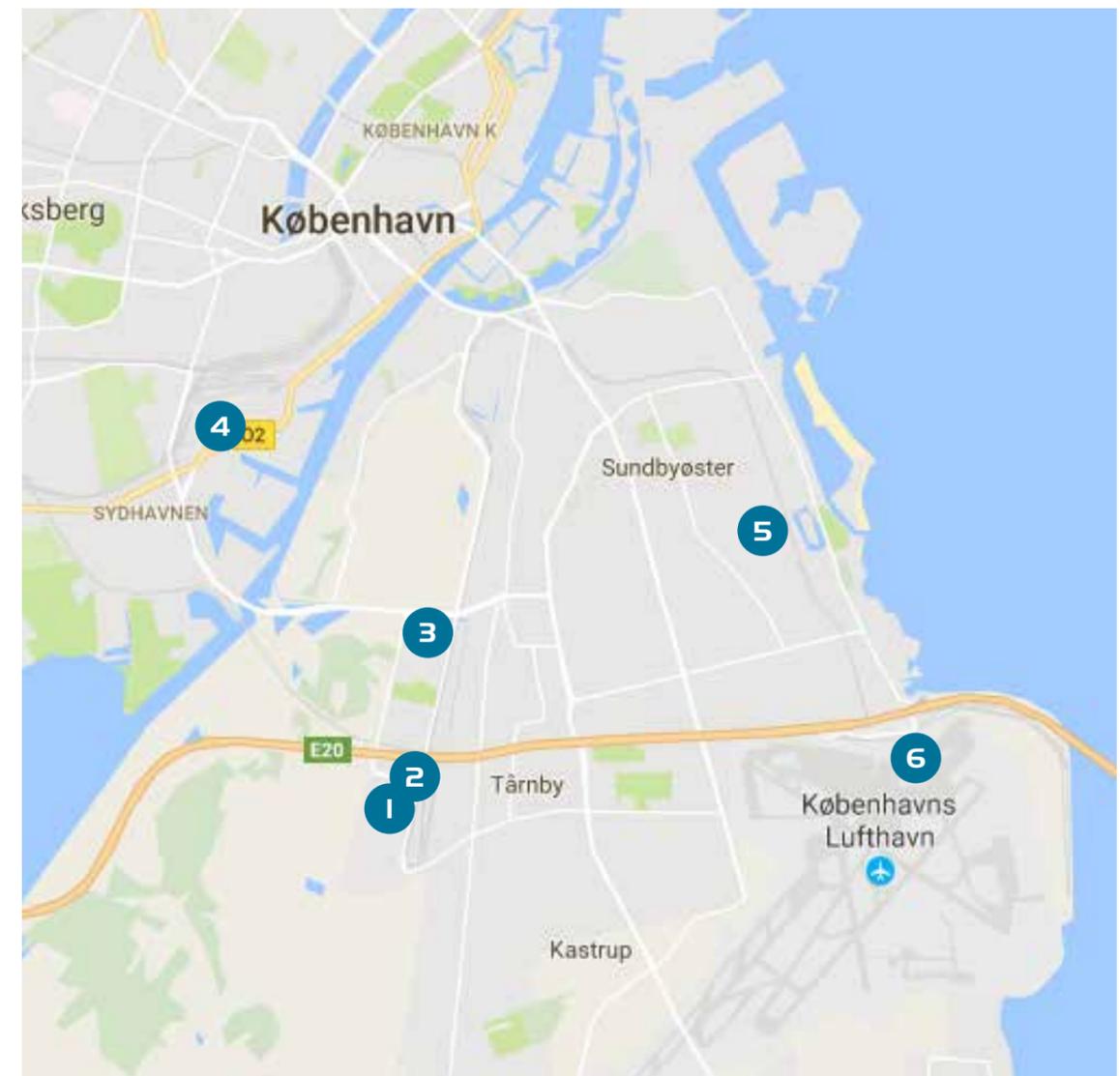
OPENING CEREMONY

Wednesday December 13 before finals

Royal Arena



HOTEL AND VENUE LOCATION



1. Royal Arena
2. Hotel Crowne Plaza (LEN)
3. Hotel Bella Sky (athletes)
4. Hotel Scandic Sydhavnen (athletes)
5. Hotel Park Inn Radisson (press)
6. Copenhagen Airport

HOTEL PRICES

Teams and competitors

Prices include full board accommodation as well as shuttle service:
Airport – Hotel – Airport and Hotel – Royal Arena – Hotel.

We offer hotels in two classes to allow each team to choose the best suitable hotel.

Please note that hotel rooms will be divided on a first-come, first-serve basis and no rooms are guaranteed before final payment.

Hotels	Stars	Single Room per person	Double room per person	Triple room per person	Distance From Main Venue	
					In Km	In Min
Scandic Sydhavnen	***	187 €	149 €	140 €	6 km	10-15 min
Bella Sky	****	233 €	172 €	N/A	2 km	5-10 min

LEN OFFICIALS AND VIPS

Hotels	Stars	Single Room per person	Double room per person	Triple room per person	Distance From Main Venue	
					In Km	In Min
Crowne Plaza	****	260 €	187 €	N/A	0,3 km	0-5 min

HOTEL DESCRIPTION

SCANDIC SYDHAVNEN

Hotel Scandic Sydhavnen has a perfect location, whether you are looking for a modern conference hotel or a place for a family holiday. From our hotel, you are within easy reach of some of the most popular attractions in Copenhagen, such as Tivoli Gardens and The Blue Planet. If you arrive in Copenhagen by plane, our hotel is just 10 km from Copenhagen Airport, Kastrup. If you are looking for a hotel close to Copenhagen city centre, our hotel is the ideal choice. It is only 3 km from central Copenhagen making it possible for you to walk there or jump on a train and reach the city centre 10 minutes later. If you are looking for shopping, the hotel is quite close to one of the largest shopping centres in Copenhagen, Fisketorvet. The hotel offers free Wi-Fi in all rooms.



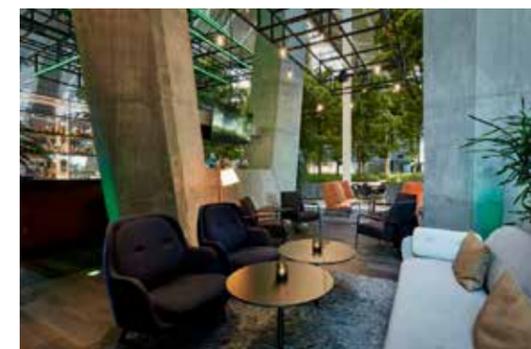
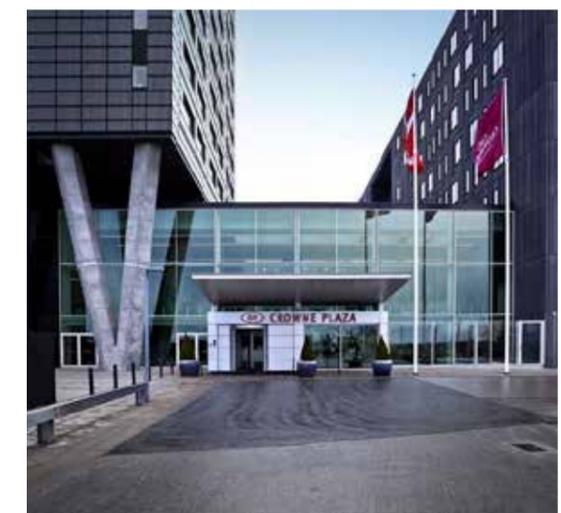
BELLA SKY

AC Bella Sky Copenhagen - now an AC by Marriott hotel - is an international 4-star hotel with a unique architecture, where you will experience Scandinavian quality, comfort and service in exclusive surroundings. Its spacious, elegant rooms are all furnished with original design furniture, and the hotel is also one of Scandinavia's largest hotels with 23 floors, 812 rooms, three restaurants, two bars and an aqua spa & fitness. The hotel offers free Wi-Fi in all rooms.



CROWNE PLAZA

A sustainable, high-end hotel near Bella Center conference venue, with 24-hour transport links to central Copenhagen. Free Wi-Fi is available throughout the hotel, which is completely connected, ensuring that you have access to power whenever you need it. Their Fast & Fresh meal plans keeps you focused and their sustainable hotel includes solar panels and groundwater-based cooling.





PRELIMINARY ENTRY FORM

Please return this form before June 5th 2017

NAME (Federation): _____ CODE: _____

ADDRESS: _____

CONTACT PERSON: _____

PHONE: _____ FAX: _____

E-MAIL: _____

ESTIMATED SIZE OF THE DELEGATION

Male swimmers	Female swimmers	Team staff	Total

Please do not include nominated technical official(s)

Date: ____/____/____

Name of President / General Secretary:

Signature and Stamp:

Please return this Preliminary Entry Form to:

Copenhagen 2017 Local Organizing Committee
E-mail: Copenhagen2017@svoem.dk

And a copy to the LEN Office

E-mail: lenoffice@len.eu or by Fax: +352 27 44 91 64 28
NOTE: Deadline for preliminary Entry is June 5th



PRELIMINARY ACCOMMODATION BOOKING FORM

Please return this form before June 5th 2017

NAME (Federation): _____ CODE: _____

ADDRESS: _____

CONTACT PERSON: _____

PHONE: _____ FAX: _____

E-MAIL: _____

NOTE: please be reminded that as requested by the LEN TSC and approved by the LEN Bureau all appointed officials will have to stay at the designated LEN officials' hotel

1ST CHOICE OF HOTEL: _____ 2ND CHOICE OF HOTEL: _____

	Day of arrival	Day of departure	Number of nights	Number of rooms					Total	
				Sgl. Room	Price/day*	1/2 twin room	Price/day*	1/3 triple room		Price/day*
Athletes										€
Team Staff										€
Officials					€ 260		€ 187	N/A	N/A	€
Delegates										€
Total										€
50 % Deposit										€

*Insert and pay according to 1st choice of hotel.

Date: ____/____/____

Name of President / General Secretary:

Signature and Stamp:

Please return this Preliminary Entry Form to:

Copenhagen 2017 Local Organizing Committee
E-mail: Copenhagen2017@svoem.dk
NOTE: Deadline for preliminary Entry is June 5th



REMARKS ON BOOKING

1. The accommodation booking in the official team hotels and transportation will be handled by the organizing committee
2. The accommodation bookings will be handled on a first come, first serve basis. The Organizing Committee reserves the right to allocate rooms based upon the time of reception of form and time of payment, room availability, and the number of requests.
3. The Organizing Committee cannot provide accommodation in the official hotels for those teams who fail to return the preliminary accommodation booking form before the deadline specified
4. Transportation (Airport pick-up + shuttle service between hotels and venue) will be provided only to those teams who made their booking through the Organizing Committee and will stay in one of the official Team Hotels.
5. The Organizing Committee will accept transportation requests (from Copenhagen Airport and back) from national teams with no more than two dates divided into two groups. For teams arriving with more than two groups transportation for the third and further groups will be provided according to free capacity and availability.
6. The LOC cannot provide training possibility before 10 December 2017.
7. Please note that applying LEN Rules and Regulations for a quota of accompanying persons and officials when filling this form.
8. Please note that the preliminary accommodation booking form must be returned to the Organizing Committee latest 05.06.2017 to the address mentioned above.
9. Please note that the deposit payment of 50 % (plus expenses of the bank administration) of the total amount should be made at the time of submitting the preliminary accommodation booking form (deadline is 05.06.2017).
10. Your preliminary booking and 50 % payment will be confirmed before 19.06.2017
11. The final accommodation booking forms, which will be sent to you (latest 15.08.2017), must be returned to the Organizing Committee no later than 08.09.2017. Please note that the remaining balance (50 % plus expenses of the bank administration) should be settled by this same deadline, latest 08.09.2017
12. We accept only bank wire transfer in EUR
13. Cancellation policy: No cancellations or modifications will be accepted after 08.09.2017
14. Please use the bank details below when making your transfer including the following remark: ESC 2017 Copenhagen, "Country-Code"

Bank Details:

Danske Bank
 IBAN: 63 3000 0011 9072 53
 BIC/SWIFT: DABADKKK



TRAVEL FORM

Please return this form before September 8th 2017

NAME (Federation): _____ CODE: _____

CONTACT PERSON: _____

E-MAIL: _____

Official Airport is Copenhagen

Note: Airport pick-up will be available from Copenhagen Airport only.

ARRIVAL INFORMATION

	Date	Time	Flight Number	Numbers of persons travelling
Copenhagen Airport - Arrival 1				
Copenhagen Airport - Arrival 2 (if arrival on separate days)				

DEPARTURE INFORMATION

	Date	Time	Flight Number	Numbers of persons travelling
Copenhagen Airport - Arrival 1				
Copenhagen Airport - Arrival 2 (if departing on separate days)				

Date: ____/____/____

Name of President / General Secretary:

Signature and Stamp:

Please return this Preliminary Entry Form to:

Copenhagen 2017 Local Organizing Committee

E-mail: Copenhagen2017@svoem.dk

NOTE: Deadline for Travel Form is September 8th 2017



PAS/VISA

Valid passports are required for all visitors

Visitors from Schengen countries require a valid passport or identity card.

Visitors from Non-Schengen countries require a Visa and a valid travel document (such as a passport), which is valid for at least three months beyond the date of departure from Denmark.

Visa applications will be handled by the relevant authorities from three months before the date of arrival in Denmark.

We recommend to apply well in advance - minimum 2 months before your travel.

For further information please contact the Danish Embassy og Consulate in your country.

You can always get the latest information on travel-rules to Denmark at:
<http://um.dk/en/travel-and-residence/danish-visa-rules/>

If an official letter of invitation and entry confirmation is required please contact the Local Organizing Committee at:
EM@svoem.dk . You must request this letter no later than 2 months prior to the event.

ENTRY PROCEDURE AND PAYMENT

Deadlines

Preliminary Entry:	05.06.2017
Preliminary Accommodation Booking (50 % payment):	05.06.2017
Withdrawal:	08.08.2017
Travel Form:	08.09.2017
Final Accommodation Booking (50 % payment):	08.09.2017
Final (Named entry):	3.12.2017
Final Accreditation:	3.12.2017

Please note that not refunds can be given after payment of Final Accommodation Booking.

ACCREDITATION

Federations must enter the details of all the members of their delegation in an online accreditation system.

After the conclusion of the preliminary entry, each federation will receive a link to the accreditation system together with a username. The deadline for accreditation is 3rd December 2017

CONTACT INFO ON LOC

LEN European Short Course Swimming Championships
2013 Office
Danish Swimming Federation
Idrættens Hus
Brøndby Stadion 20
2605 Brøndby

Event Manager Mads Bang Aaen
Tel: +45 2897 7842
E-mail: mbak@svoem.dk

Event Official Partners



Event Official Suppliers



Institutional Partners

