



ISTAF INDOOR

MERCEDES-BENZ ARENA

23. FEBRUARY 2024

# WELCOME LETTER



## EVERYTHING YOU NEED TO KNOW ABOUT THE HOTEL

**HOTEL:** Holiday Inn Berlin - City East Side, Wanda-Kallenbach-Str. 2, 10243 Berlin

In case you have any questions regarding accommodation, please contact our staff members at the ISTAF-Counter located on the ground floor of the hotel.

**MANAGER HOTEL:** Isabel Kleefeld (+49 160 255 54 23)

### PAY-TV | EXTRAS

If you would like to use the telephone or pay-TV in your hotel room, please leave your credit card details at the front desk. Beverages and food from the mini bar have to be paid by our guests and will not be covered by ISTAF INDOOR.

### CHECK-OUT TIME

Please be aware that the latest check-out time on **departure day is 12pm!** In case you need a late check-out please inform the personal at the ISTAF-counter.

### PARKING

Parking is at your own cost. You can either use the Hotel parking or the parking garage of „East-Si-de-Mall“. You can reach the parking garage with access via „Tamara-Danz-Strasse“ onto „Helen-Ernst-Strasse“.

### MEALS

#### BREAKFAST

Mo-Fr: 6:30am - 10am

Sa & Su: 6:30am - 11am

#### DINNER:

**WEDNESDAY** 6pm - 8:30pm

**THURSDAY** 6pm - 10pm

#### LUNCH:

**THURSDAY** 12pm - 3pm

**FRIDAY** 12pm - 4pm | Coffee and Cake starting from 3pm

#### DINNER | FRIDAY

will be served at the Arena from 7pm

Dinner at the arena will be served in the „Amex Lounge“ on 3<sup>rd</sup> floor, the way will be sign postet. Please bring along your accreditation for entrance.

### SHUTTLE SERVICES

Our shuttle service can be found on the ground floor at the Check-In Counter.

**MANAGER SHUTTLE:** Klaus Messerschmidt and Petra Kister (+49 157 373 11 603)

### DRINKS

Bottels of water (still and sparkling) and apple spritzer as well as cans of Red Bull will be provided close to the ISTAF-Counter.

## MEDICAL CARE

Our meeting doctor is called Artus Junghans. In case you need medical advice from him, please get in touch with Julia Walter +49 177 596 62 99.

Physiotherapeutical services will be offered on **room #523** at the following times:

**WEDNESDAY** 4pm - 10pm

**THURSDAY** 10am - 10pm

**FRIDAY** 9am - 11pm

Before you obtain your treatment make sure you have an **appointment**. You can sign up on the list provided in front of the physio room.

## PHYSIOTHERAPISTS



**RAIMOND IGEL**

Sports Physical Therapist  
Manual Therapist  
Osteopath



**BERNHARD HODNELAND**

Sports Physical Therapist  
Manual Therapist  
Osteopath



**CLAUDIA HELMSTORF**

Sports Physical Therapist  
Manual Therapist  
Osteopath



**UTE SCHWERING**

Sports Physical Therapist  
Manual Therapist

## PRACTICE

We offer a shuttle service to the training ground „Sportforum Hohenschönhausen“ (oval track, gym) for all athletes.

### PRACTICE TIMES

#### Wednesday, Feb 21<sup>st</sup>, 2024

Track & Gym: 10am-12pm

Departure Shuttle to Venue @9:15am

Return to Hotel @12:15pm

Track & Gym: 4pm-6pm

Departure Shuttle to Venue @3:15pm

Return to Hotel @6:15pm

#### Thursday, Feb 22<sup>nd</sup>, 2024

Track & Gym: 10am-12pm

Departure Shuttle to Venue @9:15am

Return to Hotel @12:15pm

Track & Gym: 4:30pm-7pm

Departure Shuttle to Venue @3:45pm

Return to Hotel @7:15pm

#### Friday, Feb 23<sup>rd</sup>, 2024

Track & Gym: 10am-12pm

Departure Shuttle to Venue @9:15am

Return to Hotel @12:15pm

# No shuttles in between!

## PAYMENTS

Prize money and travel reimbursements can only be paid by bank transfer, after a valid invoice has been provided to the ISTAF office. All payments are subject to income tax according to §50a EstG of the German income tax law for foreign athletes as mentioned in the contract. The German tax government changed the rules for reporting the taxes for foreign athletes, competing in Germany from 1<sup>st</sup> January 2024. It is not a big change, but we need the **City** and **Country** of every foreign athlete. Please send the invoices as usual to: t.kremer@istaf.de for approval together with all travel documents and address it as follows:

**ISTAF INDOOR**, c/o TOP Sportevents GmbH, Hanns-Braun-Straße/Friesenhaus 1, 14053 Berlin

## EVERYTHING YOU NEED TO KNOW ABOUT THE COMPETITION

### BIBS CAN BE PICKED UP:

FRIDAY, FEB 23<sup>RD</sup> 2024

from 2:30pm in the call room (arena)

### CHANGING ROOMS

Changing rooms will be provided in the arena.

### WARM UP AREA

To warm up, you may use the indoor facilities (two 40m lanes incl. hurdles).

### DOPING CONTROL

The NADA will carry out urine doping controls according to the "WA Anti-Doping Regulations" (in force as from 1st January, 2021) and according to the rules on the WA homepage: <https://worldathletics.org/about-iaaf/documents/book-of-rules>. **Please make sure to bring a valid ID for your identification.**

### COMPETITION CONTROLS

After every competition, selected athletes will be informed to attend the doping procedures.

### RECORD CONTROLS

For world- or area records a test will be mandatory. In case of a national record a test is only required if it is demanded by the national federation. In this case, the responsibility lies with the athletes or/and officials.

### CALL ROOM

All athletes of a specific discipline will enter the infield together by passing through the call room. For detailed information please check the times given in the call room list. The clothing will be checked at the call room. Advertising and displays of promotional nature on clothes and bags worn within the competition area must comply with WA Rule 18 and the WA Regulations accompanying this rule.

If you contravene the WA-Advertising-Rules we are forced to reduce your appearance fees as well as your prize money.

### VICTORY CEREMONY

There will be a victory ceremony for all winners of each discipline at the end of the Meeting at approx. 9:15 pm.

**Non-participation at the victory ceremony will cause loss of prize money.**

### EQUIPMENT CONTROL

You are not allowed to take technical devices such as cell phones/Tablets/Notebooks etc. into the competition area.