



  
**2013**  
**HERNING**  
**DENMARK**

**LEN EUROPEAN**  
**SHORT COURSE**  
**SWIMMING**  
**CHAMPIONSHIPS**  
**12-15 DECEMBER**

# Information Bulletin



Foto: Das Büro for Team Danmark

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# Herning – the sky's the limit

In Herning we're very proud of hosting the LEN European Short Course Swimming Championships 2013.

Herning has over the last five to seven years developed a fine reputation as a skilled and competent partner in holding some of the biggest international sports events and championships.

Last year, the city hosted the first stages of the world's most demanding cycle race – the Giro d'Italia – and this autumn will see the hosting of the triple European Championships in Jumping and Dressage for senior riders and Para Dressage and the European championships in volleyball besides the swimming championships.

On the music side, Bruce Springsteen, One Direction, André Rieu and Pink have been among the visitors this year.

But Herning is more than big events. This is also a region with fine opportunities for experiences of both nature and culture.

The latter includes world-class modern art at HEART – the Herning Museum of Contemporary Art, and at Carl-Henning Pedersen & Else Alfelt's Museum, which features the two Cobra painters' works. Both museum buildings are themselves works of art. HEART is an architectonic pearl designed by the American Steven Holl and the Cobra Museum, clothed with Carl-Henning Pedersen's vibrant ceramic tiles.

When we here in Herning succeed in so many things, I think it's first and foremost because of a strong partnership between business, cultural life and the City of Herning. And that we're good at doing instead of just talking. Our own way of putting it is "Herning – the sky's the limit."

Welcome to Herning!



Lars Krarup,  
Mayor

# Welcome to Denmark

## Denmark loves swimming!

The staging of the 17<sup>th</sup> LEN European Short Course Swimming Championships 2013 in Herning marks a period of great development for Danish swimming.

Since 2009 the number of swimmers in the member clubs of the Danish Swimming Federation has increased from 124.000 to 156.000, which means that almost 3% of the total population in Denmark are active members of one of the 250 swimming clubs. And the number is still increasing. At the same time the high performance swimming has been developed in the clubs and at the National Training Centre, and Danish swimmers are now winning medals in most European Championships.

So the Danes love swimming, and the Danish Swimming Federation is very pleased and proud to welcome you to Denmark - to Boxen in Herning.

This event will represent a new start for Danish Swimming as organizer of international senior championships. I sincerely thank LEN for the confidence entrusted, when appointing Denmark and The City of Herning to host the event.

We will do our best to provide the optimal conditions for everybody involved, and look forward to feel the 'swimming-fever' in December in Herning.

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

See you in Herning.



Kjeld Egebo  
President of the Danish  
Swimming Federation



# Sports Events Made in Denmark

Dear athletes, coaches, officials and LEN

Welcome to Denmark! As an active member of the global sports community, Sport Event Denmark hosts a wide variety of major international sports events and sports congresses each year. Just in the last few years, over 250 international sports events, including World Championships, European Championships, World Cups and major sports conferences, have chosen Denmark as their host.

Denmark loves swimming. The Danish swimmers are currently prominent and well-known also outside the world of swimming in Denmark. This enhances the focus on swimming in Denmark and especially the focus on the LEN European Short Course Swimming Championships 2013.

The hosting of major international sports events in Denmark gives the Danish sports clubs, athletes and citizens the opportunity to experience and participate in top sport on home ground. However, events do not come spontaneously. Hard work and excellent cooperation are vital ingredients if Denmark wishes to bid for and win the hosting of major international sports events.

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 LEN European Short Course Swimming Championships 2013.

We look forward to demonstrating Denmark's unparalleled potential to meet your needs and to showing our passion about your sport!

**Facts:**

*Sport Event Denmark is the national 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](http://sporteventdenmark.com)

Lars Lundov  
Chief Executive



  
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# Numerous possibilities in Herning

Herning is a young city which has developed over the last 150 years from a farming community and crossroads in the middle of the Jutland heathland to a locomotive for development, education, trade fairs, culture, and major events within sport and music.

Coming to Herning is easy – the European motorway network goes right to the door, and Billund Airport with its national and international destinations is only 45 minutes away.

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

The city offers a range of fascinating experiences within modern art. The art museum HEART's collection includes a number of major works by Piero Manzoni, and Carl-Henning Pedersen & Else Alfeld's Museum presents an interesting glimpse of the Cobra art. And in the open space, it's possible to climb Ingvar Cronhammar's giant 22 metre-high sculpture Elia, or to walk along Carl-Henning Pedersen's over 200 metre-long ceramic frieze "Fantasy play around the Wheel of Life".

The music venue Fermaten and the Team Theatre also offer good possibilities for a range of cultural experiences, and the organisation "Swinging Europe" has its home in the city.

Finally, the city offers a diverse range of restaurants and attractive shops in both the city centre and the herringCentret, recognised as one of Denmark's best shopping centres.

The natural environment just outside the city offers excellent possibilities for outdoor activities including canoe tours, good running routes through the forest, mountain biking, a hike through imposing heath country, overnighting in shelters, nature playgrounds for the children, or a fishing outing along one of the area's rivers.

Herning's giant magnet for activities is MCH which, with its congress centre, exhibition halls, football arena and Denmark's currently sole indoor multirena, attracts around 900,000 visitors a year to the city's trade fairs, congresses and international concerts and sports events.

Also the surroundings are worth a closer look when you visit Herning. The magnificent environment of the North Sea is less than an hour's drive away. Fans of big cities are also only an hour's drive away from Denmark's second biggest city Aarhus, designated European Cultural Capital 2017. And for children and the young at heart, it's only 45 minutes to LEGOLand and 20 minutes to Jyllands Park Zoo.



# Jyske Bank BOXEN

## Denmark's national Arena

### The competition Venue

With a seating capacity up to 15.000 Jyske Bank BOXEN is Denmark's first indoor multi-flexible hall of its kind.

The arena with its impressive 28.000 square metres is designed to host a huge variety of events such as sports, concerts, shows and entertainment. With world class service and VIP-facilities Jyske Bank BOXEN is able to host national and international events of the biggest scale.

Jyske Bank BOXEN was built in a close cooperation with Danish and international sports associations – i.e. the Danish swimming federation – in order to ensure top modern and future-proof facilities.

### LEN European Short Course Swimming Championships 2013

Two temporary pools will be installed for the event.

- Competition pool is 25 m x 26 m (10 lanes). The depth is 2,0 m.
- Training pool is 25 m x 15 m (6 lanes). The depth is 2,0 m.

Spectator capacity ~ 5.000 total for lower and upper level, where the venue also is fully accessible for wheel chair users.

The arena will be divided into zones with access for athletes, VIP, media and spectators.

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 media will have great seats with WIFI as well as access to a large media centre.

Jyske Bank BOXEN is looking forward to the LEN European Short Course Swimming Championships 2013.



# Key Dates

## Training period

Monday December 9<sup>th</sup>: 09:00 – 20:00  
(NB. Competition pool only)  
Tuesday December 10<sup>th</sup>: 08:00 – 20:00  
Wednesday December 11<sup>th</sup>: 08:00 – 20:00  
*Jyske Bank BOXEN, MCH*

## Team leaders meeting

Wednesday December 11<sup>th</sup> 15:00  
*Jyske Bank BOXEN, MCH*

## Swimming Officials Meeting

Wednesday December 11<sup>th</sup> 17:00  
*Jyske Bank BOXEN, MCH*

## Official Championships period

December 12<sup>th</sup>-15<sup>th</sup>  
See schedule underneath  
*Jyske Bank BOXEN, MCH*

## Opening Ceremony

Thursday December 12<sup>th</sup> 16:00  
*Jyske Bank BOXEN, MCH*

# Competition schedule

| Thursday<br>December 12  | Friday<br>December 13   | Saturday<br>December 14  | Sunday<br>December 15   |
|--|---|--|---|
| <b>Heats<br/>9.00</b>  | <b>Heats<br/>9.30</b>   | <b>Heats<br/>9.30</b>  | <b>Heats<br/>9.30</b>   |
| 50 m Free M<br>50 m Breast W<br>200 m IM M<br>100 m Back W<br>200 m Back M<br>100 m Butterfly M<br>200 m Butterfly W<br>100 m Breast M<br>200 m IM W<br>400 m Free M<br>100 m Free W<br>4x50 m Medley M<br>4x50 m Free W   | 50 m Back M<br>50 m Butterfly W<br>400 m IM M<br>100 m IM W<br>200 m Breast W<br>100 m Free M<br>4x50 m Medley Mixed<br>800 m Free W – slowest<br>heats   | 50 m Back W<br>50 m Breast M<br>400 m Free W<br>100 m Back M<br>100 m Breast W<br>100 m IM M<br>100 m Butterfly W<br>200 m Butterfly M<br>4x50 m Free Mixed<br>1500 m Free M – slowest<br>heat   | 50 m Free W<br>50 m Butterfly M<br>400 m IM W<br>200 m Breast M<br>200 m Free W<br>200 m Free M<br>200 m Back W<br>4x50 m Free M<br>4x50 m Medley W   |
| <b>Semifinals &amp; Finals<br/>16.30</b>   | <b>Semifinals &amp; Finals<br/>16.30</b>  | <b>Semifinals &amp; Finals<br/>16.30</b>   | <b>Semifinals &amp; Finals<br/>16.30</b>  |
| 50 m Free M – Semi<br>50 m Breast W – Semi<br>400 m Free M<br>200 m Back M<br>100 m Back W – Semi<br>100 m Butterfly M – Semi<br>200 m IM W<br>100 m Breast M – Semi<br>200 m Butterfly W<br>200 m IM M<br>100 m Free W – Semi<br>50 m Free M<br>50 m Breast W<br>4x50 m Medley M<br>4x50 m Free W | 800 m Free W – fastest heat<br>50 m Back M – Semi<br>50 m Butterfly W – Semi<br>400 m IM M<br>200 m Breast W<br>100 m Breast M<br>100 m Free W<br>100 m Free M – Semi<br>100 m Back W<br>100 m Butterfly M<br>100 m IM W – Semi<br>50 m Butterfly W<br>50 m Back M<br>4x50 m Medley Mixed | 1500 m Free M – fastest<br>heat<br>50 m Back W – Semi<br>50 m Breast M – Semi<br>400 m Free W<br>100 m IM M – Semi<br>100 m Breast W – Semi<br>100 m Back M – Semi<br>100 m IM W<br>200 m Butterfly M<br>100 m Butterfly W – Semi<br>100 m Free M<br>50 m Back W<br>50 m Breast M<br>4x50 m Free Mixed | 50 m Free W – Semi<br>50 m Butterfly M – Semi<br>400 m IM W<br>200 m Breast M<br>200 m Free W<br>100 m IM M<br>100 m Butterfly W<br>200 m Free M<br>100 m Breast W<br>100 m Back M<br>200 m Back W<br>50 m Butterfly M<br>50 m Free W<br>4x50 m Free M<br>4x50 m Medley W |



# Accommodation

We offer all participants a choice of hotels situated close to the venue. Frequent shuttles will be organized to transport you from your hotels to the venue.

A personal welcome will be organized at your arrival at Billund Airport or Herning Railway Station.

## Official accommodation for LEN

The management of LEN are invited to stay in the city centre of Herning, at Best Western Hotel Eyde located in the middle of the Town Square. The hotel is the leading Cityhotel of this area with international class and offers an excellent restaurant.

## Official accommodation for the participants

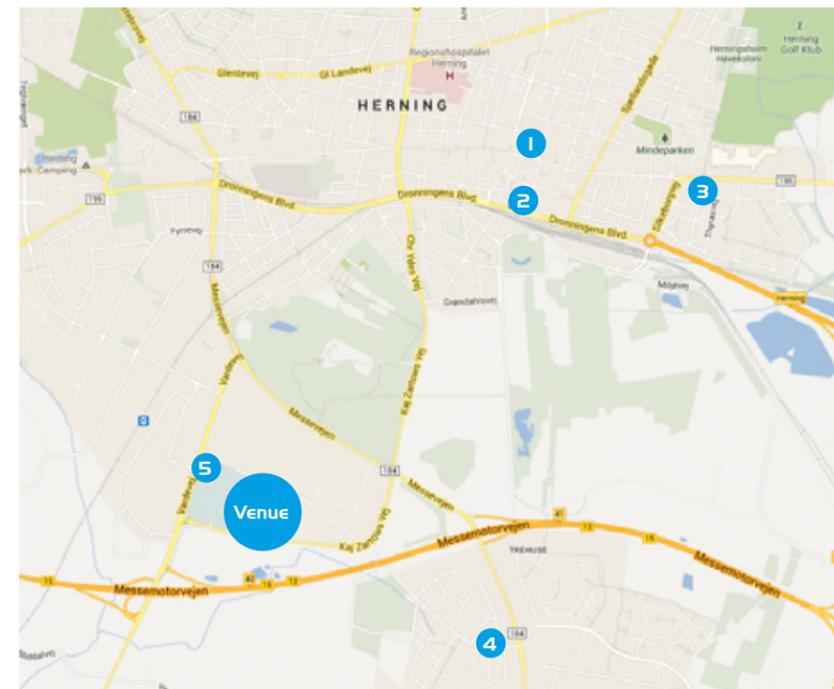
Twin-room prices vary between 130 € and 165 € per person (full board) depending on the standard of the hotel.

Five hotels are situated close to the venue. Hotel Herning (3\* - 80 rooms) is located right next to the venue (150 m. walking distance) - each of the other four hotels are located 5- 10 minutes by bus from Jyske Bank BOXEN. You will have the choice between the DGI Hotel (3\* - 140 rooms), the Scandic Regina (3\* - 70 rooms), the Hotel Østergaard (3\* - 60 rooms) and Hotel Lynggaarden (3\* - 50 rooms).

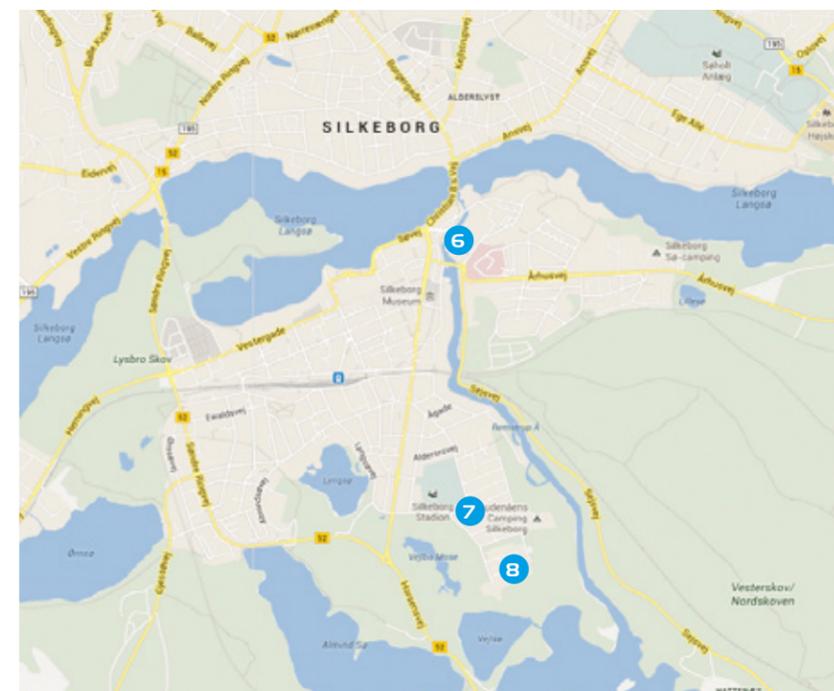
Another group of hotels is situated in the neighbouring City, Silkeborg, which offers a beautiful nature. These hotels can be reached by shuttle bus in 40 minutes from the venue. Here you will go if you prefer 4\* accommodation at the Hotel Radisson Blu (4\* - 35 rooms). Other hotels available here are the Gl. Skovridergaard (3\* - 55 rooms) and Hotel Vejlsøhus (3\* - 50 rooms).



## Herning



## Silkeborg



### Hotel

- |                        |                      |
|------------------------|----------------------|
| 1 DGI Hotel            | 5 Hotel Herning      |
| 2 Hotel Scandic Regina | 6 Radisson Blu       |
| 3 Østergaards Hotel    | 7 Gl. Skovridergaard |
| 4 Hotel Lynggården     | 8 Hotel Vejlsøhus    |

  
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### The accommodation package includes:

- Full board accommodation at the official hotel
- Welcome in Billund Airport or Herning Railway Station and transportation to the venue (will be arranged for a maximum of two arrivals in each delegation).
- Free shuttle in Herning from the hotels to the venue

| Hotel                       | Room type        | Price (pr. day/pr. person) |
|-----------------------------|------------------|----------------------------|
| 1 DGI Hotel (3*)            | ½ Twin<br>Single | 135,00 €<br>180,00 €       |
| 2 Hotel Scandic Regina (3*) | ½ Twin<br>Single | 135,00 €<br>180,00 €       |
| 3 Østergaards Hotel (3*)    | ½ Twin<br>Single | 132,00 €<br>175,00 €       |
| 4 Hotel Lynggården (3*)     | ½ Twin<br>Single | 130,00 €<br>172,00 €       |
| 5 Hotel Herning (3*)        | ½ Twin<br>Single | 130,00 €<br>172,00 €       |
| 6 Radisson Blu (4*)         | ½ Twin<br>Single | 165,00 €<br>210,00 €       |
| 7 Gl. Skovridergaard (3*)   | ½ Twin<br>Single | 132,00 €<br>175,00 €       |
| 8 Hotel Vejlsohus (3*)      | ½ Twin<br>Single | 130,00 €<br>170,00 €       |

### 1. Hotel DGI-Huset Herning (3\*)

[www.dgi-husetherning.dk](http://www.dgi-husetherning.dk)

DGI-Huset consists of a large water culture area – with a number of pools in different sizes and temperatures. In addition the hotel offers a large fitness area.

Number of rooms: 140  
Price (pr. person/pr. day):  
½ double room – 135,00 €  
Single room – 180,00 €  
Distance to venue: 4,2 km / 7 minutes by bus.



### 2. Scandic Hotel Regina (3\*)

[www.scandichotels.dk/regina](http://www.scandichotels.dk/regina)

A modern hotel in Herning with large and well-furnished double rooms all equipped with free Wireless Internet access and new Dux madrasses. Cosy bar and restaurant, as well as meeting rooms with standard AV equipment.

Number of rooms: 70  
Price (pr. person/pr. day):  
½ double room – 135,00 €  
Single room – 180,00 €  
Distance to venue: 4,0 km / 6 minutes by bus.



### 3. Østergaards Hotel (3\*)

[www.oestergaardshotel.dk](http://www.oestergaardshotel.dk)

This hotel is situated only a few minutes walk from the City Centre.

Number of rooms: 60  
Price (pr. person/pr. day):  
½ double room – 132,00 €  
Single room – 175,00 €  
Distance to venue: 5,2 km / 10 minutes by bus.



### 4. Hotel Lynggården (3\*)

[www.hotel-lynggaarden.dk](http://www.hotel-lynggaarden.dk)

A cosy and modern hotel with bright and spacious rooms. The hotel is situated close to Jyske Bank BOXEN, MCH (Exhibition Centre Herning), and the freeway exit.

Number of rooms: 50  
Price (pr. person/pr. day):  
½ double room – 130,00 €  
Single room – 172,00 €  
Distance to venue: 2,7 km / 5 minutes by bus.



### 5. Hotel Herning

[www.hotelherning.dk](http://www.hotelherning.dk)

Hotel Herning is situated only 150 meters from Jyske Bank BOXEN.

Number of rooms: 80  
Price (pr. person/pr. day):  
½ double room – 130,00 €  
Single room – 172,00 €  
Distance to venue: 0,1 km (No bus shuttle)



### 6. Radisson Blu Papirfabrikken (4\*)

[www.radissonblu.com/hotel-silkeborg](http://www.radissonblu.com/hotel-silkeborg)

Radisson BLU Hotel Papirfabrikken is located in a part of Silkeborgs old Paper Mill, which now houses cafés, a music house, restaurants and a cinema. The hotel is characterized by an inviting and charming atmosphere and a challenging decoration.

Number of rooms: 35  
Price (pr. person/pr. day):  
½ double room – 165,00 €  
Single room – 210,00 €  
Distance to venue: 43,5 km / 40 minutes by bus.



## 7. Gl. Skovridergård

[www.glskov.dk](http://www.glskov.dk)

Gl. Skovridergaard is surrounded by picturesque grounds with magnificent old trees close to the river Gudenåen, the woods and Silkeborg city centre.

Number of rooms: 55

Price (pr. person/pr. day):

½ double room – 132,00 €

Single room – 175,00 €

Distance to venue: 43,6 km / 40 minutes by bus.



## 8. Hotel Vejlsøhus Hotel and Conferencecenter

[www.vejlsoehus.dk](http://www.vejlsoehus.dk)

This hotel has a peaceful, green location, next to the river Gudenåen and Aqua Fresh Water Center

Number of rooms: 50

Price (pr. person/pr. day):

½ double room – 130,00 €

Single room – 170,00 €

Distance to venue: 44,2 km / 40 minutes by bus.



## Please note, that

1. The bookings of accommodation 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 transfer and shuttle 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.

## PRELIMINARY ENTRY FORM

Please return the form before September 15<sup>th</sup> 2013

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:  
Herning 2013 Local Organizing Committee  
E-mail: [herning2013@svoem.dk](mailto:herning2013@svoem.dk) or by Fax: +45 4439 4460

and a copy to the LEN Office  
E-mail: [lenoffice@len.eu](mailto:lenoffice@len.eu) or by Fax: +352 27 44 91 64 28

**NOTE: Deadline for Preliminary Entry is September 15<sup>th</sup>**

Download and fill out the form at [www.herning2013.com/team-info](http://www.herning2013.com/team-info)



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# PRELIMINARY ACCOMMODATION BOOKING FORM

Please return the form before **October 4th 2013**

NAME (Federation): \_\_\_\_\_ CODE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

1<sup>st</sup> choice of hotel: \_\_\_\_\_ 2<sup>nd</sup> choice of hotel: \_\_\_\_\_

|                  | Day of arrival | Day of departure | Number of nights | Number of rooms |            |             |            | Total |
|------------------|----------------|------------------|------------------|-----------------|------------|-------------|------------|-------|
|                  |                |                  |                  | Sgl. room       | Price/day* | ½ twin room | Price/day* |       |
| Athletes         |                |                  |                  |                 |            |             |            | €     |
| Team Staff       |                |                  |                  |                 |            |             |            | €     |
| Officials        |                |                  |                  |                 |            |             |            | €     |
| Delegates        |                |                  |                  |                 |            |             |            | €     |
|                  |                |                  |                  |                 |            |             |            | €     |
|                  |                |                  |                  |                 |            |             |            | €     |
| <b>Total</b>     |                |                  |                  |                 |            |             |            | €     |
| 50 % deposit due |                |                  |                  |                 |            |             |            | €     |

\* Insert and pay according to 1<sup>st</sup> choice of hotel.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of President / General Secretary: \_\_\_\_\_

Signature and Stamp: \_\_\_\_\_

Please return this Preliminary Accommodation Booking Form to:  
Herning 2013 Local Organizing Committee  
**E-mail: herning2013@svoem.dk or by Fax: +45 4439 4460**

**NOTE: Deadline for Preliminary Accommodation Booking is October 4th**

- The accommodation booking in the official team hotels and transportation will be handled by the Organizing Committee.
- 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.
- The Organizing Committee cannot provide accommodation in the official hotels for those teams who fail to return the preliminary accommodation booking form until the deadline specified.
- 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.
- The Organizing Committee will accept transportation requests (from Billund 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.
- The LOC cannot provide training possibility before 9 December 2013.
- Please note the applying LEN Rules and Regulations for a quota of accompanying persons and officials when filling this form.
- Please note that the preliminary accommodation booking form must be returned to the Organizing Committee latest 4 October 2013 to the address mentioned above.
- 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 4 October 2013).
- Your preliminary booking and 50 % payment will be confirmed before 18 October 2013.
- The final accommodation booking forms, which will be sent to you (latest 18 October 2013), must be returned to the Organizing Committee no later than 12. November 2013. Please note that the remaining balance (50% plus expenses of the bank administration) should be settled by this same deadline, latest 12 November 2013.
- We accept only bank wire transfer in EUR.
- Cancellation policy: No cancellations or modifications will be accepted after 12 November 2013.
- Please use the bank details below when making your transfer including the following remark: ESC 2013 Herning, "Country-code"

**Bank details:**

Danske Bank  
EC 2013 - 4789709157 EUR  
IBAN: DK86 3000 4789 7091 57  
BIC/Swift: DABADKK



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## TRAVEL FORM

Please return this form before October 4th 2013

NAME (Federation): \_\_\_\_\_ CODE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

### Official Airport is Billund Airport

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

#### ARRIVAL INFORMATION

|  | Date | Time | Flight Number | Number of persons travelling |
|--|------|------|---------------|------------------------------|
| Billund Airport                                  |      |      |               |                              |
| Herning Railway Station                          |      |      |               |                              |
| Billund Airport<br>(if arrival on separate days) |      |      |               |                              |

#### DEPARTURE INFORMATION

|  | Date | Time | Flight Number | Number of persons travelling |
|--|------|------|---------------|------------------------------|
| Billund Airport                                  |      |      |               |                              |
| Herning Railway Station                          |      |      |               |                              |
| Billund Airport<br>(if arrival on separate days) |      |      |               |                              |

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of President / General Secretary: \_\_\_\_\_

Signature and Stamp: \_\_\_\_\_

Please return this Travel Form to:

Herning 2013 Local Organizing Committee

E-mail: [herning2013@svoem.dk](mailto:herning2013@svoem.dk) or by Fax: +45 4439 4460

Please return this Travel Form before October 4th 2013.

### Passports and Visas

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 3 weeks before your travel.

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

If an official letter of invitation and entry confirmation is required please contact the Local Organizing Committee at:  
[herning2013@svoem.dk](mailto:herning2013@svoem.dk)

### 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 2 December.

### Contact info on LOC

LEN European Short Course Swimming Championships 2013 Office

Danish Swimming Federation  
Ryttergaardsvej 118. 2. floor  
3520 Farum  
Denmark

Event Manager Jakob Staun  
Tel: +45 61 68 73 70  
Fax: +45 44 39 44 60  
E-mail: [js@svoem.dk](mailto:js@svoem.dk)



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#### Entry procedure and payment

##### Deadlines:

|  |            |
|--|------------|
| Preliminary Entry:                               | 15.09.2013 |
| Preliminary Accommodation Booking: (50% payment) | 04.10.2013 |
| Travel Form:                                     | 04.10.2013 |
| Withdrawal:                                      | 15.10.2013 |
| Final Accommodation Booking: (50% payment)       | 12.11.2013 |
| Final (named entry):                             | 02.12.2013 |
| Final Accreditation:                             | 02.12.2013 |