



INTERNATIONAL
OLYMPIC
COMMITTEE

**To: NOCs of the Candidate Cities
2024**

Cc: Candidate Cities 2024

**IOC Members in the respective
countries**

Olympic Games Department

Ref. No. CAN/C/JSB/2015/mak
By e-mail only

Lausanne, 16 September 2015

Candidature Process Olympic Games 2024 – Initial Information

Dear Sir/Madam,

We are delighted that you have decided to submit an application for the Games of the XXXIII Olympiad. We would like to take this opportunity to welcome you and your Candidate City to the Candidature Process and we look forward to working with you all during the next two years.

We would like to take this opportunity to provide some information that will assist you in the first few months of the Candidature Process. In this respect, we would be grateful if you could forward this letter to your Candidate City for information and action.

Impact of Olympic Agenda 2020 on the Candidature Process

The Candidature Process has been shaped by Olympic Agenda 2020, the IOC's strategic roadmap for the future of the Olympic Movement. This is the first Candidature Process launched since its adoption in December 2014.

Olympic Agenda 2020 highlights the need for the Candidature Process to find solutions to meet Games needs within cities' own individual contexts. To enable this, the IOC has developed the Candidature Process to allow greater dialogue between the IOC and Candidate Cities with a heightened emphasis on sustainability and legacy.

Full Transparency

The IOC is committed to full transparency. All the relevant documentation for the Candidature Process Olympic Games 2024 is available on www.olympic.org, including the following documents:

- [Candidature Process Olympic Games 2024](#)
- [Candidature Questionnaire Olympic Games 2024](#)
- [Host City Contract 2024 Principles](#)
- [Host City Contract Operational Requirements](#)
- [Olympic Games Framework 2024](#)

This documentation provides essential information relating to the 2024 Candidature Process and should be widely shared among all those involved in the process.

Communication between the IOC and the Candidate Cities / NOCs

Within the IOC's Olympic Games Department, Olympic Games Candidature Coordination (OGCC) is dedicated to providing the best possible services and assistance to Candidate Cities. It provides the focal point of contact within the IOC for all matters relating to the Olympic Candidature Process and coordinates all Candidate City services and activities.

OGCC will ensure that all communications from the IOC are sent to the Candidate City and its NOC.

On the Candidate City side, ensuring an efficient and timely flow of information is critical. As the project evolves and the number of people involved grows, this becomes ever more important.

To facilitate our cooperation, each Candidate City is asked to provide the name of one Candidate City Coordinator who will be the main point of contact for the IOC and will be responsible for ensuring that all communication from the IOC is transmitted to all relevant persons. The Candidate City Coordinator should also act as the focal point of contact on the candidature side for the provision of information/documentation or questions to the IOC and ensuring that deadlines are respected.

To allow us to keep accurate records of Candidate Cities' contact details, we would ask you to complete **annex 1** and return it to us by e-mail as a Word document by **21 September 2015**.

All communication with the IOC should be in one of the two IOC official languages (French or English).

The IOC team can be contacted as follows:

- by e-mail: candidate.cities@olympic.org. (This is a dedicated address for any Candidate City queries. By using this central e-mail, we can ensure that we are able to provide prompt responses to your queries);
- by telephone +41 21 621 6111

Kick-off briefing

The IOC is organising a kick-off briefing on the Candidature Process for the Candidate Cities/NOCs to take place by video/telephone conference from 23 to 25 September 2015.

The call will take the form of a joint three-hour briefing on 23 September with all cities, followed by an individual two-hour question and answer session with each city on 24 and 25 September.

JOINT BRIEFING

Date	Time (Lausanne)	City
23 September	4.00 – 7.00 p.m.	All cities

INDIVIDUAL QUESTION AND ANSWER SESSION

Date	Time (Lausanne)	City*
24 September	8.30 – 10.30 a.m.	Budapest
	11.00 a.m. – 1.00 p.m.	Hamburg
	4.30 – 6.30 p.m.	Los Angeles

Date	Time (Lausanne)	City
25 September	8.30 – 10.30 a.m.	Paris
	11.00 a.m. – 1.00 p.m.	Rome

*Cities listed alphabetically until the official order of lots is drawn in December 2015 by the IOC Executive Board.

We will contact you by the end of the week with information regarding the technical details for the video/telephone link and will provide you, in advance of the meeting, with the IOC presentation.

First Workshops

The first Workshops will be held from 16-20 November in Lausanne with a focus on Vision, Games Concept and Sustainability/Legacy. The workshops will be held individually for a maximum of 10 delegates per Candidate City/NOC and further information will be provided in due course.

ShaRing

As part of our commitment to support you during the Candidature Process, we are pleased to inform you about the launch of our collaborative workspace shaRing which is the IOC's new one-stop-shop collaborative web platform where all relevant reference documents will be made available. The workspace is secure, ensuring confidentiality, and will be used as the source of information exchange with the IOC. To find out more about shaRing you can visit [this page](#) and watch this [video](#).

In order to register and obtain the necessary access for your team, we kindly ask you to complete the enclosed Excel template (**annex 2**) and send it back to us by **24 September**. Ten accesses will be given to each delegation.

Upon receipt of the template, the shaRing technical team will process your registration and provide an e-mail directly to your users with their access information for validation. Once the user has validated their credentials we will send you link for your direct access and use of the platform.

More detailed information about shaRing will be provided to you during our video conference on 23 September. In addition, the OGCC team along with the shaRing team will invite you to participate in a web meeting demo to show you in detail how to use this platform.

IOC Graphic Guidelines

Please find enclosed the IOC's graphic guidelines (**annex 3**) which will be of assistance to you as you put together your Candidate City emblem (see "Candidature Procedure Olympic Games 2024".)

Checklist

As there are many important deadlines presented in the Candidature Process, please find enclosed in **annex 4** a checklist of the upcoming deadlines for stage 1.

Please do not hesitate to contact the Olympic Games Candidature Coordination team whenever you require any further information.

We very much look forward to establishing direct contact with each Candidate City, to speaking to you during next week's kick-off meetings and to working with you during what we are sure will be a most exciting candidature process.

Yours sincerely,



Jacqueline BARRETT
Associate Director – Olympic Bids
Olympic Games Department

Encl.	Annex 1	Candidate City Contact Details
	Annex 2	Excel template
	Annex 3	Graphic Guidelines
	Annex 4	Checklist

Cc: Christophe Dubi, Olympic Games Executive Director

Annex 1 - 2024 CANDIDATE CITY CONTACT DETAILS

Candidate City Address	Candidate City Telephone number	Candidate City E-mail address + website (if applicable)

Candidate City Main IOC Contact (see circular)		
Name (<i>Mr, Ms, etc.</i>)	Title	E-mail + phone number (office and mobile)

Key personnel		
Name (<i>Mr, Ms, etc.</i>)	Title	E-mail + phone number (office and mobile)

Annex 4 – CHECKLIST STAGE 1

The following table gives a summary of submissions / deadlines for stage one of the Olympic Candidature Process 2024:

Date		✓
21 September 2015	Return Contact Detail information	
24 September 2015	Return excel template for shaRing access	
16 October 2015	Payment of instalment 1 of the Candidature Service Fee	
16 October 2015	Return “Acceptance of the Candidature Process Olympic Games 2024” (page 50 of the Candidature Process document)	
November 2015	Provide IOC with names and titles of participants in the Vision and Games Concept and Strategy workshop in Lausanne the week of 16 November 2015	
6 January 2016	Ensure protection of the workmark “(City) 2024” in respective country	
17 February 2016	Submit Candidature File Part 1	