

NOC NEWSLETTER

| April 2019 Vol.5 |



5th NOC Open Days Venue Tour, Olympic Village, 18 March 2019, Tokyo.



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1. Accreditation

1.1 Press Accreditation

The deadline for the first stage of the accreditation process for the press, Press by Number, was 29 March 2019. Tokyo 2020 would like to thank the NOCs that have completed the process to date. The press organisations that have been registered are able to request accommodation and further proceed in their planning for the Games.

NOCs that have not completed the Press by Number process are reminded that they are responsible for the completion of the press accreditation process on behalf of the press organisations from their territory, and that press related services can only be requested once Press by Number has been completed.

Tokyo 2020 would like to stress the fact that the deadline for press accommodation requests is 25 May 2019. Consequently, press organisations whose information has been sent late by their respective NOCs will have little time to request accommodation through Tokyo 2020.

NOCs that have completed Press by Number but wish to change their quota allocation or remove/add organisations are asked to contact Tokyo 2020's Media Accreditation team at acr.media@tokyo2020.jp to make the relevant changes.

More information on Press by Number can be found on the Press by Number Guide on [Tokyo 2020 Connect](#) and on the Press Extranet.

For further information, Tokyo 2020 Media Accreditation team can be contacted at acr.media@tokyo2020.jp.

2. Ceremonies

2.1 Team Welcome Ceremonies

Tokyo 2020 has been working on a new Team Welcome Ceremony plan with the IOC. Team Welcome Ceremonies will now be optional, and only held for those NOCs who choose to have one.

At the Chefs de Mission Seminar, NOCs will be asked to confirm whether or not they wish to have a Team Welcome Ceremony.

Further information regarding Team Welcome Ceremonies will be provided at a later date.

3. Medical Services

3.1 Medical Services Open Day

Tokyo 2020 is pleased to announce that a Medical Services Open Day for both NOCs and NPCs will be held in Tokyo on 26 November 2019. The event will include a visit to the designated Games hospital and view of the Olympic Village progress, as well as presentations by the Tokyo 2020 Medical Services team about planning and Games-time operations. Further information is available on [Tokyo 2020 Connect](#).

4. NOC Services and Relations

4.1 5th NOC Open Days

The 5th and final NOC Open Days was held in Tokyo on 18-20 March 2019. This Open Days was attended by 69 delegates from 27 NOCs, which makes it the biggest Open Days ever organised by Tokyo 2020.

The presentation slides, as well as photos taken during the event, are now available on [Tokyo 2020 Connect](#). The follow-up report will be made available on Tokyo 2020 Connect in April 2019.

4.2 Chefs de Mission Seminar

Registration for the NOC Chefs de Mission Seminar started on 25 March 2019. NOCs that haven't registered yet can do so from the following link: <https://www.gakkai-web.net/p/knt/noc/new1.php>

Please note that the registration deadline is **8 May 2019**, at 18:00 JST. Up to two delegates per NOC are invited to attend the seminar. Registration of additional delegates is possible but attendance will only be confirmed once registration has closed. Delegates staying at the seminar venue, Hotel New Otani Tokyo, are required to pay for their accommodation in full by **30 May 2019**, either by credit card or bank transfer. More information about registration is available on [Tokyo 2020 Connect](#).

To ensure that at least one representative per NOC can attend the Chefs de Mission Seminar, Olympic Solidarity will cover the cost of one return flight (direct route in economy class) and hotel accommodation (for three nights, single occupancy and including tax). Reimbursement will be prepared upon receipt of the relevant financial report, indicating the name of the delegate and all relevant information.

4.3 Chefs de Mission Dossier

The Chefs de Mission Dossier will be made available to NOCs in May 2019. The dossier will be distributed electronically as well as on a USB key at the Chefs de Mission Seminar in August 2019.

4.4 NOC visits

Since the last edition of our newsletter, our team has hosted visits from 7 NOCs: Chinese Taipei, Finland, Great Britain, Israel, Nigeria, Sweden and Turkmenistan.

Tokyo 2020 is pleased to host NOC visits until 31 March 2020. Please note that no visits will be hosted between July and September 2019, due to the Chefs de Mission Seminar. NOCs that intend to visit Tokyo between October 2019 and March 2020 are asked to submit the visit request form to NOC Relations as soon as possible. Requests will be considered and provisionally confirmed in April 2019.

NOCs are reminded that the number of visits including venue tours is limited to two per NOC per Japanese fiscal year (from April to March). Due to a large number of requests, some NOC visits and/or Functional Area presentations may be combined with other visiting NOCs. In such cases, NOCs will be informed in advance.

NOCs will still be able to request visits to Tokyo two months in advance, however, available dates and venues may be limited. When planning possible dates for visits to Tokyo, please refer to the latest blackout dates, which are available on [Tokyo 2020 Connect](#).

You will find a specific venue visit policy for Golf venue in 9.3.

4.5 Continental meetings

Since the last NOC newsletter, the NOC Services and Relations team has attended the following events:

- OCA General Assembly, Bangkok (Thailand), March 2019
- ONOC Annual General Assembly, Nadi (Fiji), March 2019

The NOC Services and Relations team also plans to participate in the following events:

- EOC Seminar, Vienna (Austria), May 2019
- EOC European Games, Minsk (Belarus), June 2019
- ANOCA General Assembly, Sal (Cape Verde), June 2019
- Panam Sports General Assembly, Lima (Peru), July 2019

5. Press

5.1 2nd World Press Briefing

Tokyo 2020 is pleased to announce that the 2nd World Press Briefing (WPB) will be held at Tokyo Big Sight on 15-18 October 2019. The programme includes presentations from Tokyo 2020 Functional Areas and venue tours. Further details will be provided by the end of April 2019 and will also be updated in due course on Tokyo 2020 Connect.

5.2 Press Accommodation

Tokyo 2020 will accept press accommodation requests until 25 May 2019. The Press Accommodation Guide, Press Accommodation Request Form, and map and list of press hotels are available on [Tokyo 2020 Connect](#).

6. Protocol

6.1 1st Dignitary Briefing

The first Dignitary Briefing will take place on 23 April 2019 in Tokyo. NOCs are invited to nominate one representative to attend this event. Please provide the name, job title/function, email address and phone number to dignitary@tokyo2020.jp by 12 April 2019. Details of the event are available on [Tokyo 2020 Connect](#).

6.2 Medals Programme

Thanks to the enthusiastic response from many citizens and NOCs since the Medal Project launched in April 2017, Tokyo 2020 has been able to secure the required amount of metals to produce the medals for the Tokyo 2020 Games. Tokyo 2020 wishes to thank all those who have contributed to this project for their continued support. The medal designs will be announced in summer 2019.

7. Rate Card

7.1 Start of Normal Period Order

The Rate Card Normal Period Order started on 1 April 2019. NOCs are now able to submit orders via the Rate Card Ordering Portal. For those who have not yet created a Rate Card account, please refer to [Tokyo 2020 Connect](#) for instructions.

8. Security

8.1 Security Briefing

Tokyo 2020 is pleased to announce that a Security Briefing will be held on 26-27 August 2019 at the Hotel Mariners' Court in Tokyo. The briefing is to present an overview of Tokyo 2020 Games Security in conjunction with the relevant authorities. Registration information will be available later.

9. Sport

9.1 Sport pictograms

Tokyo 2020 released the Olympic sport pictograms on 12 March 2019. The pictograms data will be available soon on Tokyo 2020 Connect. Olympic mascot data is already available on the branding page of Tokyo 2020 Connect. To access the page, please follow the guidelines and complete the [Tokyo 2020 Brand Marks Terms and Conditions form](#).

9.2 Training venues

The list of training venues within competition venues is now available on [Tokyo 2020 Connect](#).

9.3 Golf venue visit policy

The detailed visit policy for Tokyo 2020's golf venue, Kasumigaseki Country Club, is now available on [Tokyo 2020 Connect](#). This form contains new instructions about the dress code for visits as well as general rules.

9.4 Test Event Calendar

The updated version of the Test Event Calendar, as of March 2019, is now available on [Tokyo 2020 Connect](#). Updates include:

- Sport climbing: Dates of competition changed from 30 August-1 September 2019 to 6-8 March 2020..
- Volleyball: schedule is now available.

10. Technology

10.1 Spectrum

Spectrum applications can now be made by stakeholders who wish to use radio equipment during the Olympic Games. As the Spectrum Order Portal is provided via the Rate Card Ordering Portal, please start by creating an account on the Rate Card Ordering Portal, following the instructions on Tokyo 2020 Connect. Once you have access to the Rate Card Ordering Portal, please visit the Spectrum Order Portal.

Please refer to the Rate Card Ordering Portal User Manual for the registration/login process and to [Tokyo 2020 Connect](#) for more information about Spectrum application and timelines.



5th NOC Open Days Venue Tour, Olympic Stadium, 18 March 2019, Tokyo

11. Olympic Village and competition venues

Olympic Village



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Olympic Stadium



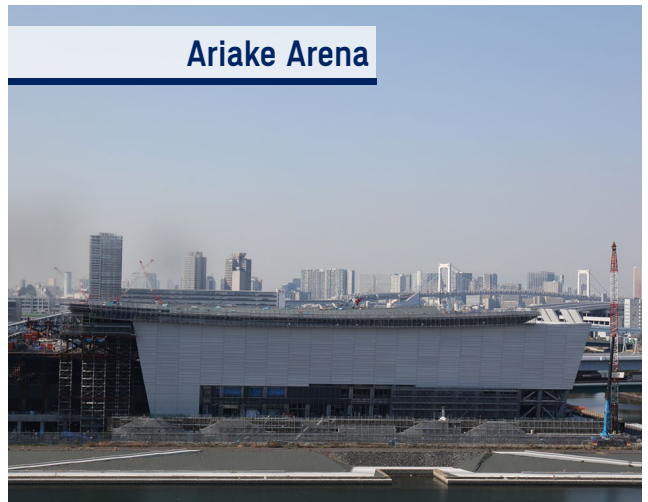
Courtesy of JSC. As of 1st March 2019

Tokyo Aquatics Centre



©Tokyo Metropolitan Government as of 15 March 2019

Ariake Arena



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12. Key Dates

DATE	TOPIC	ACTIVITY
2019		
February	Rate Card	Rate Card Ordering Portal launched
1 March	Accommodation	Deadline for NOCs to sign the Accommodation Allocation Agreements (AAAs) on the Accommodation Management System (AMS)
15 March	Sport Entries	Qualification monitoring tool launched
18-20 March	NOC Services	5th and final NOC Open Days
March	Ticketing	Proposed Initial Ticket Allocation and adjustment period
29 March	Accreditation	Deadline for Press by Number submissions
1 April	Rate Card	Normal Order Period begins
12 April	Ticketing	Deadline for NOCs to confirm Initial Ticket Allocation
23 April	International Dignitary Programme	1st Dignitary Briefing
24 April	Accommodation	1st Accommodation payment deadline (30%)
April - May	NOC Services	Estimated Team Size Calculator released
8 May	NOC Services	Registration deadline for NOC Chefs de Mission Seminar
22 May	Ticketing	1st Ticketing payment deadline
End of May	NOC Services	Chefs de Mission Dossier published
August	Sports	Sports Explanatory Guide published
20-22 August	NOC Services	Chefs de Mission Seminar (plenary sessions)
26-27 August	Security	Security Briefing
24 September	Accommodation	2nd Accommodation payment deadline (30%)
15-18 October	Press	2nd World Press Briefing
21 October	Accreditation	Press by Name Manual and related materials sent to NOCs
31 October	Ticketing	2nd Ticketing payment deadline
5 November	Accreditation	Online application system for Press by Name phase opens
November	Logistics	Customs & Freight Forwarding Guide (final version) published
26 November	Medical Services	Medical Services Open Day
2 December	Accreditation	Accreditation Manuals and related materials sent to NOCs
2 December	Accreditation	Tokyo 2020 Games Management System (GMS) opens for accreditation applications (after return of Responsible Organisation Undertaking and User Account Request forms)
20 December	Rate Card	Normal Order Period ends

DATE	TOPIC	ACTIVITY
2020		
10 January	Accreditation	Deadline for NOCs to complete and return Responsible Organisation Undertaking and User Account forms
15 January	Sport Entries	Sport Entries Manual and associated materials published
January	Rate Card	Invoice for normal order period issued
20 January	Rate Card	Late Order Period begins
February	Logistics	Venue Delivery Guide published
1 February	Arrivals and Departures	Arrivals and Departures System (ADS) launched
7 February	Accreditation	Deadline for NOCs to submit Press by Name information
27 March	Accreditation	Deadline for NOCs to complete and submit Dignitary Accreditation Request (DARF) and International Protection Personnel Request (IPPR) forms
31 March	NOC Services	End of NOC visits hosting
10 April	Accreditation	Deadline for NOCs to submit all accreditation applications (all categories excluding international dignitaries and NOC drivers) through Tokyo 2020 GMS
2 April	Ticketing	Final Ticketing payment deadline
29 April	Accommodation	Final Accommodation payment deadline (40% or balance)
April/May	NOC Services	Pre-Delegation Registration Meetings (Pre-DRMs) held
15 May	Rate Card	Late Order Period ends
22 May	Accreditation	Deadline for NOCs to submit all accreditation applications for international dignitaries (and their accompanying guests, staff and international protection personnel) and NOC drivers through Tokyo 2020 GMS
Q2	NOC Services	Chefs de Mission Manual published
May/June	Accreditation	Pre-Valid Cards (PVCs), including those for NOC accredited press, produced and sent to NOCs
24 April – 6 October	Accreditation	PVC valid as an entry document into Japan
1 June	Sport Entries	Sport Entries functionality of Tokyo 2020 GMS opens
30 June	NOC Services	Support Travel Grants 1st payment (60%)

► Key dates continue on next page

DATE	TOPIC	ACTIVITY
2020		
6 July	Sport Entries	Deadline for NOCs to submit sport entries through Tokyo 2020 GMS
July	Sports	Team Leader Guides published
8-13 July	Olympic Village	Olympic Village pre-opening
8-23 July	NOC Services	Delegation Registration Meetings (DRMs) at Village Team Processing Centre (TPC)
11-13 July	Olympic Village	Olympic Cycling Village and Olympic Sailing Village pre-opening
14 July	Olympic Village	Olympic Village open
14 July	Accreditation	Start of PVC validation for NOC delegation members at Tokyo (Haneda) International Airport, Narita International Airport and other accreditation facilities (PVC can only be validated after completion of the NOC's DRM)
July	Ceremony	Team Welcome Ceremonies (TWC) held in Village Piazza
24 July	Ceremony	Opening Ceremony of Games of the XXXII Olympiad
8 August	Olympic Village	Olympic Sailing Village closes
9 August	Ceremony	Closing Ceremony of Games of the XXXII Olympiad
11 August	Olympic Village	Olympic Cycling Village closes
12 August	Olympic Village	Olympic Village closes
30 November	NOC Services and Relations	Travel Support Grants final payment

2019.04

The Tokyo Organising Committee of the Olympic and Paralympic Games

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