



TEAM LEADER POCKET HANDBOOK

10-15 SEPTEMBER 2024

USEFUL CONTACTS

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Central Emergency line	112
Police	17
Fire depart- ment	18
Ambulance	15



TEAM LEADER POCKET HANDBOOK

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INTRODUCTION

Welcome to the Team Leader Pocket Handbook!

As a Team Leader, you play a crucial role in ensuring a smooth and successful experience for your Competitors throughout their journey. This handbook has been meticulously crafted to serve as your go-to resource, providing all the essential information you will need to navigate your stay in Lyon, accomplish your responsibilities, and support your team effectively.

Inside, you will find comprehensive details about the operational aspects of your role from arrival to departure. This guide covers every aspect of the Competitor Experience.

We have included operational information on arrivals and departures (AND), accommodation (ACM), transportation (TRA), food and beverage (FAB), Team Attachés (TA), accreditation (ACR), Excursions (EXC), Welcome Reception (WEL), Once School One Country (OSOC), and Ceremonies. To make your task easier, useful QR codes will be provided for you to access the Eurexpo map, useful documents and a Google Map with several points of interest such as restaurant locations, convenience stores, pharmacies, etc.

Our goal is to gear you up with the knowledge and tools necessary to lead with confidence and ensure a memorable and seamless experience for your team. We appreciate your dedication and commitment and are here to support you every step of the way. Thank you for taking on this important role. Let's make this journey remarkable together!

Camille, Kim-Ly, and Gaël – WorldSkills Lyon 2024 Competitor Experience team

MAIN EVENTS

Throughout this handbook the Competitor Group will be referred to as the C-Group, which represents Competitor (C), Team Leader (TL), and Member Organization Support – Competitor (MOS-C) positions.

ARRIVAL AND DEPARTURE (AND)

On arrival at either of the two (2) official ports of entry, the C-Group, will be welcomed by the WorldSkills Lyon 2024 Team (WSL2024), as well as their Team Attaché (when possible).

On arrival day, only a transfer to your hotel will be available. Rest assured that WSL2024 will be providing you with information of how to move around in the city should you wish to explore the city after your travels.

TEAM ATTACHÉS (TA)

A Team Attaché is a volunteer dedicated to supporting their assigned delegation throughout their stay in Lyon. They will do their best to accompany their delegations, acting as their first point of contact for any assistance, questions, or needs that arise. From the moment the delegation arrives, the Team Attaché is there to ensure everything runs smoothly, providing continuous support and helping with any issues that may occur during their time in the city.

TA MAIN ROLES AND RESPONSIBILITIES

- Liaison between WSL2024, members, teams.
- Welcome teams on arrival at ports of entry and/or hotel.
- Be reachable, ready to help and enthusiastic with Team Leaders for any question they may have.
- Support throughout their time in France & ensure all goes according to plan.
- Be the face of WSL2024 & project a good image of Lyon, the Competition & the Volunteers
- Be fluent in French, English and another language to offer language support.
- Be fit & ready to undertake physical and high pace situations.



TEAM LIAISON OFFICER (TLO)

Liaison officers will also be present during the Competition to assist you, oversee and manage the Team Attachés.

CONTACT

Each delegation will have a private WhatsApp group with their Team Attaché.

You will receive an email between August 31 and September 1 with all the information about your Team Attaché, allowing you to contact them before your arrival in Lyon.

INFORMATION ABOUT TRANSPORTATION (TRA)

The C-Group will have dedicated buses. In an effort to meet WorldSkills Lyon 2024's sustainability and efficiency objectives, C-Group buses will be optimized by grouping delegations in buses where possible.

Transportation schedules have been established to ensure that teams reach their locations on time, that locations do not get clogged, and that waiting time is kept to a minimum at departure and arrival points. Schedules are to be abided by thoroughly, and we ask that all teams are ready to board at least five (5) minutes prior to the communicated time of departure as to be on time as per the Skill Management Plan (SMT). Signage will be displayed at the hotel clusters to guide you and identify the transport points.

Besides rotations on arrival and departure, and special events, you will always take the same bus during your stay in Lyon, and your Team Attaché will be there to accompany and help you. At Eurexpo, the drop-off and pick-up zone for C-group will remain the same throughout.

For the 16 C-Group hotels, there are 7 clusters where drop-off and pick-up points have been identified and will be the same. On the event sites (Eurexpo and OL Vallée), pick-up and drop-off zones have been designated for C-Group and will remain the same during the Competition, ensuring efficient traffic flow management.

Transport will be different for the excursions on C-3 from Eurexpo to excursions locations, as it will be managed by the agency in charge of the excursions while respecting WSL2024 transport plan and standards.

The transport arrangements on C-1 for OSOC will also differ slightly, with three options available depending on the distance between the hotels and the schools:

- Competitors will walk to their school if it is close by.
- Competitors will take public transport if their school is in Lyon.
- Competitors will have a dedicated bus if their school is far from Lyon.

TRANSPORTATION CLUSTER SYSTEM

The Pick-Up and Drop-Off zones will also be named after their respective clusters and will be recognizable by their icons.








- For transport services during WSC2024, hotels are grouped into clusters based on their location in Lyon.
- Each cluster has a dedicated name and colour to facilitate easy orientation.
- A sticker will be added to your accreditation to help both you and our team to remember it.
- The name and icon of your cluster are important: at the airport/train station, the Competition venue, and Ceremony venues, you will be directed and grouped by clusters to board the correct bus.

Your Team Attaché and teams of volunteers will be on hand to help you get around.

For details on transportation schedules, please scan the "General documents" QR code at the back of this handbook!



C-GROUP TRANSPORTATION CLUSTERS PER HOTEL

HOTEL	CLUSTER	ICON
IBIS LYON GARE LA PART DIEU	Bear (FR : Ours)	
IBIS LYON PART-DIEU LES HALLES		
NEMEA APPART'HOTEL		
CHROMATICS	Elephant	
IBIS LYON CENTRE PERRACHE		
IBIS STYLES LYON CONFLUENCE		
B&B LYON EUREXPO BRON	Giraffe	
LAGRANGE CITY / APARTHOTEL LYON LUMIÈRE	Lion	
PREMIERE CLASSE LYON PART-DIEU		
PILO	Panda	
VILLEMANZY		
HOTEL PARKSAONE	Rhino	
HOTEL LYON OUEST		
HOTEL LYON METROPOLE		
IBIS LYON GERLAND MUSEE DES CONFLUENCES	Whale (FR : Baleine)	
ÔTELIA		

ACCOMMODATION (ACM)

WSL2024 has a large number of official hotels in the city of Lyon for C-Group during WSC2024.

Hotels will provide single and twin accommodation as well as breakfast for C-Group.

Extras and/or room damage

Apart from accommodation and breakfast, any other service requested at the hotel will be invoiced and paid for on-site by the participant.

Any damage caused will also be invoiced and paid for by the participant.

To guarantee payment of supplements or any damage to the room, you may be asked to provide a credit card imprint.

Taking an "imprint" means putting your credit card information on file while check-in so that if you use the minibar, order room service or damage furniture, the hotel can charge the cost to your card.

Group coordinators are invited to present a valid credit card as a guarantee for the entire group.

Important: A credit card imprint is a method used by hotels to temporarily hold funds on a customer's credit card without charging it. This is done by capturing the card's details, usually through an imprint or digital capture, to guarantee payment in case of damages, additional charges, or no-shows. The imprint does not immediately withdraw funds from the card but implies that the hotel has the authorization to charge the card up to a certain amount if necessary. This hold is released if no charges are applied within a specified period.

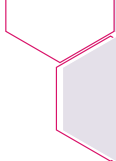
Rest assured, the credit card imprint is simply a temporary hold, and no charges will be made unless necessary; the hold will be released automatically if no additional fees are incurred.

Please find below the list of the C-Group hotels, categorized by delegation:





HOTELS		DELEGATIONS	HOTEL ADDRESS	HOTEL NUMBER	HOTEL MAIL
B&B HOTEL LYON BRON EUREXPO		MO - US - ZA	18 rue Maryse Bastié, 68500 – Bron		bb4720@hotelbb.com
BELAMBRA VILLEMANZY		SG - LT - FI - KG	21 montée Saint-Sébastien, 69001 – Lyon 1 ^{er}	+33 04 72 00 19 00	residence.villemanzy@belambra.fr
CHROMATICS		AT - AU - NZ - NA	12 rue Marc Antoine Petit, 69002 – Lyon 2 ^e	+33 04 72 77 70 70	bonjour@hotel-chromatics.com
HOTEL LYON METROPOLE		TW - IR - NO - ES - ET	85 quai Joseph Gillet, 69004 – Lyon 4 ^e	+33 04 72 10 44 44	metropole@lyonmetropole.com
HOTEL LYON OUEST		CO - HR - HK	50 quai Professeur Paul Sédallian, 69009 – Lyon 9 ^e	+33 04 72 69 69 04	reservation@hotellyonouest.com
HOTEL PARKSAONE		BD - GE - MY - RO - IT - TH	26 rue Félix Mangini, 69009 – Lyon 9 ^e	+33 04 72 22 00 00	contact@hotelparksaone.com
IBIS LYON GARE LA PART- DIEU		DE - SE - HU	10 place Pierre Renaudel, 69003 – Lyon 3 ^e	+33 04 78 95 42 11	H0618@accor.com
IBIS LYON CENTRE PERRACHE		IE -PT - PH - ZM	28 cours de Verdun Perrache, 69002 – Lyon 2 ^e	+33 04 78 37 56 55	H2751@accor.com



HOTELS	DELEGATIONS	HOTEL ADDRESS	HOTEL NUMBER	HOTEL MAIL
IBIS LYON GERLAND MUSEE DES CONFLUENCES	FR - UK - LU - PL - AM	68 avenue Leclerc, 69007 – Lyon 7 ^e	+33 04 78 58 30 70	H0778@accor.com
IBIS LYON PART-DIEU LES HALLES	BR - JP - DK - GH - JM	78 rue de Bonnel, 69007 – Lyon 3 ^e	+33 04 78 62 98 89	H1388-gm@accor.com
IBIS STYLES CONFLUENCE	CH - LI	26 quai Perrache, 69002 – Lyon 2 ^e	+33 04 78 37 16 64	H9659@accor.com
LAGRANGE HOTEL	AE - CN - MA - EG	81/85 cours Albert Thomas, 69003 – Lyon 3 ^e	+33 04 81 76 28 00	lyonlumiere@lagrange-city.com
NEMEA	NL - BB - ID - SA - UZ - MX - PS	53 rue Desaix, 69003 – Lyon 3 ^e	+33 04 72 43 45 94	socloud@nemea.fr
ÔTELIA	BE - KR - AZ - UG	200 avenue Berthelot, 69007 – Lyon 7 ^e	+33 04 37 37 21 60	otelia@gestetud.fr
PILO	CA - DO	10 montée des Carmélites, 69001 – Lyon 1 ^{er}	+33 04 28 01 86 00	hello@pilolyon.com
PREMIERE CLASSE LYON PART-DIEU	CL - CR - EE - IN - KG - MN - KE	75 Boulevard Marius Vivier Merle, 69003 – Lyon 3 ^e	+33 04 72 36 24 40	Lyon.partdieu@premiereclasse.fr



FOOD AND BEVERAGE (FAB)

WSL2024 has worked diligently to provide participants with the highest standard of catering services, offering a wide range of nutritious food options that accommodate individual cultural and dietary needs. In fact, all meals will include vegetarian, vegan, halal, and gluten-free alternatives. All meats will be pork-free.

BREAKFAST

All breakfasts will be provided at the hotel. C-Group Hotel breakfast menus have been updated to meet dietary restrictions and preferences. Please note: No lunch or dinner will be provided on C+2, only breakfast will be served at the hotels 06:30-09:30.

For some hotels, the breakfast room seating capacity does not allow all delegations to have breakfast at the same time. Therefore, we have created a breakfast schedule with rotations that you are free to follow or not. While adhering to this schedule is not mandatory, we encourage you to follow it to ensure a smooth breakfast experience for everyone.

The schedule has been determined based on the number of people in each delegation. If your hotel is not listed in the schedule, it means your hotel can accommodate all delegations simultaneously, allowing you to have breakfast anytime between 05:30 and 07:30.

HOTELS	DELEGATIONS	BREAKFAST SCHEDULE	
		05:30-06:15	06:15-07:00
HOTEL LYON METROPOLE	Chinese Taipei	V	
	Iran		V
	Norway	V	
	Spain		V
	Ethiopia		V
IBIS LYON PART DIEU LES HALLES	Brazil		V
	Denmark	V	
	Jamaica		V
	Ghana		V
	Japan	V	
NEMEA LYON SO CLOUD	Barbados		V
	Indonesia		V
	Saudi Arabia	V	
	Uzbekistan	V	
	Mexico		V
	Palestine	V	
	Netherlands	V	
OTELIA	Azerbaijan	V	
	Belgium		V
	Korea	V	
	Vietnam		V
	Uganda		V



HOTELS	DELEGATIONS	BREAKFAST SCHEDULE		
		05:30-06:15	06:15-07:00	
PREMIERE CLASSE LYON PART DIEU	Chile	V		
	Costa Rica	V		
	Estonia		V	
	India	V		
	Kazakhstan		V	
	Mongolia		V	
	Kenya		V	
VILLEMANZY BELLAMBRA	Finland		V	
	Latvia		V	
	Singapore	V		
	Kyrgyzstan	V		
HOTELS	DELEGATIONS	BREAKFAST SCHEDULE		
		05:30-06:15	5:45-6:30	06:15-07:00
LAGRANGE LYON LUMIÈRE	China *	V	V	
	United Arab Emirates			V
	Morocco		V	
	Egypt	V		

*Lagrange Lumière's breakfast room has a capacity of 60, so it won't be able to accommodate all Competitors from China at the same time.

DELEGATE RESTAURANT

There is a dedicated Delegate Restaurant at Eurexpo Lyon at a central location to all Skill Competitions.

Lunches and dinners will mostly be served in the Delegate Restaurant at Eurexpo, where six buffet stations will be set up, all offering the same selection of food. The menu will change daily and will be displayed on the stands inside the restaurant. One of the buffet stations will serve halal food exclusively.

A Delegate Restaurant map will be made available.

There will be fish, meat, and vegetarian dishes, pasta, rice, and vegetables. There will also be a dessert buffet. Water, tea, and coffee will be available. All meals are pork free.

Of course there are vegetarian, vegan, halal, and gluten free alternatives.

LUNCH AND DINNER

Below are the **operating hours** and locations for lunch and dinner. Please note that this information **does not** constitute the C-Group lunch schedule.

	C-4	C-3	C-2	C-1
BREAKFAST AT HOTEL	X	06:30-09:30	05:30-07:30	05:30-07:30
LUNCH AT DELEGATE RESTAURANT	X	11:00-12:00	11:30-14:30	OSOC Schools or Lunchbox at hotel or Delegate restaurant 12:00-13:00 11:30-14:30
DINNER AT DELEGATE RESTAURANT	Dinner box at hotels Starting from 18:00	Hippodrome Parilly From 18:00	17:00-20:00	OL Stadium – OC dinner 16:00-17:30

	C1	C2	C3	C4	C+1	C+2
BREAKFAST AT HOTEL	05:30-07:00	05:30-07:00	05:30-07:00	05:30-07:00	06:30-09:30	06:30-09:30
LUNCH AT DELEGATE RESTAURANT	11:30-14:30	11:30-14:30	11:30-14:30	11:30-14:30	Lunch box at hotel 11:30-13:00	X
DINNER AT DELEGATE RESTAURANT	17:00-20:00	17:00-20:00	17:00-20:00	17:00-20:00	OL Stadium CC dinner 15:30-17:00	X

Lunch will be in the Delegate Restaurant for all C-Group on C-3, C-2, and C1 to C4 according to the individual Skill Management Plans.

- On C-2 (Familiarization Day), C-1 (Familiarization Day for CNC Turning, CNC Milling, and Floristry only) and C1 to C4 (Competition days), Competitors and Experts will have specific lunch timings allocated in their Skill Management Plan.
- On C-1, day of OSOC and the Opening Ceremony, lunch will be served either within the host school, or a lunch box will be provided at your hotel.
- On C+1, at the Closing Ceremony, a lunch box will be served at the C-Group hotels.

Dinner is included for C-Group in the Delegate Restaurant from 17:00-20:00 with the exceptions of C-4, C-2, C-1, and C+1,

- On C-4, on arrival, a dinner box will be provided at your hotel
- On *C-1 and *C+1, days of the Opening and Closing Ceremonies, dinner will be taken at the Ceremonies venues (OL Vallée).
- On C-3 dinner will be served at the Welcome Reception at the Equestrian Complex (Hippodrome Parilly)

*MOS – C will join Competitors for C-1 and C+1 dinners. However, directly following dinner they must go to their designated seats as indicated on their tickets and are NOT permitted to accompany Competitors to the Parade of Nations or the Competitor seating area.

MEAL BOXES

For the meal boxes, all menus will include a starter with vegetarian/vegan and gluten-free alternatives, a main dish with vegetarian/vegan, gluten-free, and halal meat options, starches and vegetables, and a dessert with vegetarian/vegan and gluten-free alternatives. Water will be provided as a drink.

DISTRIBUTION SYSTEM

7 SEPTEMBER (C-4)
Distribution at hotel from 18:00 depending on your arrival data and hotel location.
10 SEPTEMBER (C-1)
Distribution at hotel 12:30-13:30 depending on your arrival at hotel after OSOC
15 SEPTEMBER (C+1)
Distribution at hotel 11:30-13:30 depending on your hotel location

As Team Leader, you are responsible for the distribution of meal boxes to your Competitors. Each meal box will be clearly labelled with your hotel name, your country's ISO code, and the type of menu you chose for your team (meat, fish, vegetarian, or vegan and gluten free).

Allergens will be clearly marked for each dish. For Competitors with specific allergies that required menu adjustments, the adapted box will have the Competitor's name on it. If you have major allergies, please double-check the allergen list on the menu.

SPECIAL DIETARY REQUIREMENTS

The FAB team has carefully reviewed and taken into account all the dietary preferences, restrictions, and allergies that you provided on the platform. If no specific information was entered before 7 July for the meal box selections, the vegetarian options have been automatically assigned. If any issues, please contact Client Support on client.support@worldskillslyon2024.com

BEVERAGES AND SNACKS

Beverages such as water, soft drinks, juice, coffee, tea, fruit, nibbles, muesli bars, cake, and crackers will be available for Competitors within their skill competition workshop.

Team Leaders and Member Organization Support – Competitors will have access to the Delegate Lounge where beverages and snacks will be available.

OTHER FOOD OUTLETS COMPETITION

During the Competition period, there will be several food outlets throughout Eurexpo Lyon in addition to the planned meals. They will offer a variety of food options including snacks, drinks, and sweets. Please note that all food outlets require cash (EUR only) or credit card as forms of payment.

CEREMONIES

During the Ceremonies there will be several food outlets throughout the OL Vallée in addition to the planned meals. They will offer a variety of food options including, burgers, pizzas, snacks, drinks, and sweets. There will also be a variety of food trucks. Please note that all food outlets require cash (EUR only) or credit card as forms of payment.

ACCREDITATION (ACR)

On C-3 upon arrival to Eurexpo (the Competition venue) Team Leaders (one designated Team Leader per team) will be able to collect accreditation badges for their respective Competitors, Member Organisation Support – Competitors, and remaining Team Leaders by signing an official form provided onsite, thereby assuming responsibility for verifying the identities of their Cs, MOS-Cs and TLs.

Please ensure that the designated Team Leader picking up accreditation badges for the team has a valid ID (passport or EU National ID) present upon badges collection.

Group collection is available only for C, MOS-C and TL positions. All other delegates must pick up their accreditation badges in person.

EXCURSIONS (EXC)

The Excursion sites are directly related to the Skills or Skill Sectors. The advantage is to create connections between participants around their Skill, allowing them to exchange views on their skills based on their country of origin.

These Excursions offer a unique chance for Competitors to explore various parts of the Métropole de Lyon and its surroundings and to get to know their fellow Competitors.

The Métropole de Lyon is a regional authority in France that governs Lyon and its suburbs, handling services like transportation and urban planning. It functions as both a city and a department.

On September 8, immediately after lunch Competitors will be separated according to their skills and will be transported from Eurexpo to their excursion's location.

WELCOME RECEPTION (WEL)

The Welcome Reception will feature a selection of different varieties of food and non-alcoholic drinks for the CGroup to taste and enjoy. Various entertainment options will be available, including a live band, photocalls, and a traditional French dance group, ensuring an enjoyable and lively atmosphere.

The Welcome Reception offers Competitors a moment of relaxation before the start of the Competition. This allows them to have fun, and bond with other Competitors in a friendly atmosphere.

ONE SCHOOL ONE COUNTRY (OSOC)

By now, you should have received all the necessary information about OSOC. If you need further general details about the OSOC program, please refer to the Competition Handbook.

OPENING CEREMONY (OC)

The Opening Ceremony will take place on 10 September 2024, at the LDLC Arena. Located in the heart of OL Vallée, a lively area around OL Stadium that features recreational and sports



facilities, cultural and artistic amenities, and medical services. A rehearsal session for the Team Leaders is planned on 9 September (C-2) at the LDLC Arena at 18:30.

All *teams will parade during the Parade of Nations and take their seats before the main performance begins, allowing Competitors to watch the show.

***MOS – C will join Competitors for C-1 and C+1 dinners. However, directly following dinner they must go to their designated seats as indicated on their tickets and are NOT permitted to accompany Competitors to the Parade of Nations.**

CLOSING CEREMONY (CC)

The Closing Ceremony will take place on 15 September, at the renowned OL Stadium (OL Vallée), the third largest stadium in France in terms of capacity.

The Closing Ceremony is a moment of celebration and recognition for the Competitors. Receiving a medal or acknowledgment for their efforts and achievements can boost their self-esteem and motivation. After intense days of Competition, the Closing Ceremony at OL Stadium will allow Competitors to enjoy a moment of entertainment and celebration.

FAREWELL PARTY (FPT)

The Farewell Party will take place immediately after the Closing Ceremony at the LDLC Arena (OL Vallée).

On site, a variety of food trucks and live cooking stations will be available to satisfy appetites. For entertainment, a festive atmosphere will be ensured by a live band performing local and international songs during the Farewell Party. Additionally, transportation options will be available to return participants to their hotels from the end of the Closing Ceremony until the end of the festive evening. If any Members have an early morning flight, they must return to their hotel before heading to the airport, as there is no direct transportation from OL Vallée to departure points.

PROHIBITED ARTICLES

Please refer to the Competition Handbook.

Please do not bring bags, coats, or other personal items, as there is no storage available at the venue.


COMPETITOR EXPERIENCE AREA ON COMPETITION SITE (CXP)

The objective of the Competitor Experience Team is to ensure that every Competitor has an exceptional experience during their stay in Lyon, prioritizing their physical and mental well-being throughout the Competition.

As part of this, the Competitor Experience team has set up areas dedicated to rest and recharge during the Competition. These areas are designed to reduce stress and promote equity by offering equal access to facilities.

The Competitor Zone is located in Eurexpo, "Patio Nord"





These facilities help Competitors perform better and enable them to interact with each other, forge friendships, and share their experiences in a safe environment.

Team Leaders will have access to this zone, however, please note that this space is dedicated to Competitors' physical and mental well-being. It has been designed for Competitors to relax, rest, and have fun. This is not a space for Team Leaders to host team meetings.



COMPETITOR — PROGRAMME OVERVIEW

TIME	ACTION	LOCATION
1 June	Online Registration	
7 Sept. (C-4) All day	Arrivals	Lyon Saint-Exupéry Airport Lyon Part-Dieu International Train Station
7 Sept. (C-4) All day	First meeting with Team Attachés	Port of entry or hotel Several locations in Lyon
7 Sept. (C-4) All day	Hotels Check-in	Several locations in Lyon
8 Sept. (C-3) 10:00-11:00	Accreditations and Welcome Pack distribution	Delegate Restaurant Eurexpo
8 Sept. (C-3) 14:00-17:00	Excursions	Several locations in Lyon and surroundings
8 Sept. (C-3) 17:30-20:00	Welcome Reception	Hippodrome Parilly
9 Sept. (C-2) 09:00-20:00	Familiarization	Eurexpo
10 Sept. (C-1) 08:30-12:00 if C-Group doesn't have lunch at school 09:00-13:00 if C-Group has lunch at school	One School One Country	Several schools in Lyon
10 Sept. (C-1) 08:00-12:00	Familiarization for CNC Milling, CNC Turning, and Floristry only	Eurexpo
10 Sept. (C-1) 17:00-19:00 19:00-20:50	Opening Ceremony Pre-show Opening Ceremony	LDLC Arena
11-14 Sept. (C1 to C4) 08:30-17:00	Competition	Eurexpo
15 Sept. (C+1) 17:00-18:30 18:30-22:00	Closing Ceremony Pre-show Closing Ceremony	OL Stadium
15 Sept. (C+1) 22:00-01:00	Farewell Party	LDLC Arena
15, 16 Sept. (C+1, C+2)	Hotels Check out	Several locations in Lyon
15, 16 Sept. (C+1, C+2)	Departures	Lyon Saint-Exupéry Airport Lyon Part-Dieu International Train Station

The posted times indicate the start and end of the activity, without accounting for transportation time.

Therefore, teams should be at their pickup points as outlined in the transport plan.

NOTES



COMPETITOR AND TEAM LEADER DAILY PROGRAMME AND CHECKLIST

TIME	ACTION	LOCATION	TASKS
All day	Arrivals	Lyon Saint-Exupéry Airport Lyon Part-Dieu International Train Station	Coordinate Team Luggage claim Meet with the WSL2024 Team and Team Attachés
All day	First meeting with Team Attachés	Hotels or port of entry Several locations in Lyon	Introduce the Competitors and Team Attaché Discuss any specific needs or requirements of the team
All day	Hotels Check-In	Hotels Several locations in Lyon	Verify room assignments Review hotel amenities and services Discuss any special requests or requirements Ensure proper handling of luggage
All day	Transportation	From port of entry to hotels	Verify transportation schedules and arrangements Be a few minutes early at the pick-up point Ensure all team members are accounted for
From 18:00	Dinner at hotel		Distribute the meal boxes according to the recommendations above Check well-being Foster Team spirit

NOTES



SUNDAY, 8 SEPTEMBER (C-3)

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TIME		ACTION	LOCATION	TASKS
6:30-9:30	Breakfast		Hotels	Coordinate time and logistics Check well-being Check if Competitors are eating enough and nutritionally appropriately Foster Team spirit
Estimated 09:00	Transportation		From hotels to Eurexpo	Verify transportation schedules and arrangements Be a few minutes early at the pick-up point Ensure all team members are accounted for
10:00	Accreditation distribution		Delegate Restaurant Eurexpo	Collect accreditations and Welcome Packs Ensure the accuracy of each accreditation and sign the waiver Distribute Accreditations and Welcome Packs during lunch Confirm that each team member receives their correct items
11:00-12:00	Lunch		Delegate Restaurant Eurexpo	Coordinate time and logistics Check well-being Check if Competitors are eating enough and nutritionally appropriately Foster Team spirit
Estimated 12:30	Transportation		From Eurexpo to Excursion sites	Verify transportation schedules and arrangements Be a few minutes early at the pick-up point Ensure all team members are accounted for
14:00-17:00	Excursions		Several locations in Lyon and its surroundings	Help with the Competitor's coordination and dispatch Coordinate logistics. Ensure safety.

TIME	ACTION	LOCATION	TASKS
Estimated 17:00	Transportation duration of transportation will vary depending on the location of each excursion	From Excursions locations to Hippodrome Parilly	Verify transportation schedules and arrangements Be a few minutes early at the pick-up point Ensure all team members are accounted for
17:30-20:00	Welcome Reception	Hippodrome Parilly	Facilitate introduction between Competitors. Represent the team. Encourage engagement.
17:30-20:00	Dinner at Welcome Reception	Hippodrome Parilly	Check well-being Check if Competitors are eating enough and nutritionally appropriately Foster Team spirit
19:30-20:30	Transportation First transfer to hotel at 19:30 , last hotel at 20:30 , maximum arrival time at hotels 21:00 .	From Hippodrome Parilly to hotels	Verify transportation schedules and arrangements Be a few minutes early at the pick-up point Ensure all team members are accounted for



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NOTES



MONDAY, 9 SEPTEMBER (C-2)

TIME		ACTION	LOCATION	TASKS
6:30-9:30	Breakfast		Hotels	Coordinate time and logistics Check well-being Check if Competitors are eating enough and nutritionally appropriately Foster Team spirit
Estimated 07:00	Transportation		From hotels to Eurexpo	Verify transportation schedules and arrangements Be a few minutes early at the pick-up point Ensure all team members are accounted for
09:00-20:00	Familiarization		Eurexpo	Check Equipment Observe and Support Encourage preparation
09:30-11:00	Team Leader meeting and orientation		Lumière 8 Eurexpo	Attend on time Provide feedback Participate actively
11:30-14:30	Lunch		Delegate Restaurant Eurexpo	Coordinate time and logistics Check well-being Check if Competitors are eating enough and nutritionally appropriately Foster Team spirit
16:00-17:00	Team Leader meeting		WSI Competitions meeting room, Lumière 8 Eurexpo	Attend on time. Provide feedback. Participate actively.

TIME	ACTION	LOCATION	TASKS
17:00-20:00	Dinner TLs attending the rehearsals must have their dinner between 17:00-17:45	Delegate restaurant Eurexpo	Coordinate time and logistics. Check well-being. Collect feedback from the Competitors
Estimated 18:00	Transportation	From Eurexpo to LDLC Arena	Verify transportation schedules and arrangements Be a few minutes early at the pick-up point
18:30-20:00	Team Leader Opening Ceremony rehearsal	LDLC Arena	Attend on time. Participate actively. Take notes on instructions and rules Learn key cues and signal Familiarize with the venue
Estimated 20:15	Transportation	From LDLC Arena to Eurexpo	Verify transportation schedules and arrangements Be a few minutes early at the pick-up point
18:00 19:30 20:45	Transportation	From Eurexpo to hotels	Verify transportation schedules and arrangements Be a few minutes early at the pick-up point Ensure all team members are accounted for



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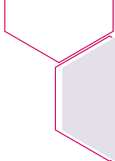
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TUESDAY, 10 SEPTEMBER (C-1)

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TIME	ACTION	LOCATION	TASKS
06:30-09:30	Breakfast	Hotel	Coordinate time and logistics Check well-being Check if Competitors are eating enough and nutritionally appropriately Foster Team spirit
Estimated 07:30-08:30	Transportation travel time to the schools not exceeding 1 hour	From hotels to school	Verify transportation schedules and arrangements Be a few minutes early at the pick-up point Ensure all team members are accounted for
08:30-12:00 or 08:30-13:00	One School One Country	OSOC Schools Several locations in Lyon and its surroundings	Accompany Competitors ensure their safety and punctuality. Represent your country and team in a positive and professional manner Promote cultural exchange Facilitate meaningful interactions between Competitors and students
estimated 07:10	Transportation For Skills CNC Milling, CNC Turning, and Floristry	From hotels to Eurexpo	Verify transportation schedules and arrangements Be a few minutes early at the pick-up point Ensure all team members are accounted for

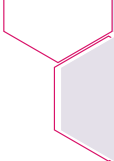


TIME	ACTION	LOCATION	TASKS
08:00-13:00 TBC	Familiarization For Skills CNC Milling, CNC Turning, and Floristry, Familiarization at the Competition site will take place on C-2 and C-1 . Therefore, these Competitors will not be able to attend OSOC day.	Eurexpo	Check Equipment Observe and Support Encourage preparation
12:00- 13:00 or 11:30-14:00 at Delegate restaurant	Lunch	OSOC Schools or Competitor hotels or Delegate restaurant Eurexpo	Coordinate time and logistics Check well-being Check if Competitors are eating enough and nutritionally appropriately Foster Team spirit
12:00 or 13:00 depending on whether the delegation eats with their school or at hotel	Transportation	From OSOC schools to hotels From Eurexpo to hotels	Verify transportation schedules and arrangements Be a few minutes early at the pick-up point Ensure all team members are accounted for





TIME	ACTION	LOCATION	TASKS
14:00-15:00	Opening Ceremony Preparation	Hotels Several locations in Lyon	Ensure all team members are on track with their preparation times Check that Competitors have their outfits ready and in good condition Ensure a calm and positive atmosphere during preparation
Estimated 15:30	Transportation	From hotels to LDLC Arena	Verify transportation schedules and arrangements Be a few minutes early at the pick-up point Ensure all team members are accounted for
16:00-17:30	Dinner	OL Stadium	Coordinate time and logistics. Check well-being. Foster Team spirit
17:00-19:00 19:00-20:50	Pre-Show Opening Ceremony	LDLC Arena	Ensure all Competitors are present and ready at the designated meeting point well before the parade begins. Maintain clear communication with staff and other Team Leaders to ensure smooth coordination. Organize Competitors into the correct order for the parade, ensuring everyone knows their position and role. Encourage Competitors to enjoy the moment
Estimated 21:00	Transportation	From LDLC Arena to hotels	Verify transportation schedules and arrangements Be a few minutes early at the pick-up point Ensure all team members are accounted for



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WEDNESDAY, 11 SEPTEMBER (C1) TO SATURDAY, 14 SEPTEMBER (C4)

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TIME	ACTION	LOCATION	COMPLETE
05:30-07:30	Breakfast	Hotel	Coordinate time and logistics. Check well-being. Foster Team spirit
Estimated 07:00-07:15	Transportation	From hotels to Eurexpo	Verify transportation schedules and arrangements Be a few minutes early at the pick-up point Ensure all team members are accounted for
08:30-09:00	Competitor Communication	Skill Competition workshop	Review the day's schedule and key details, including the timing of events, locations, and any specific instructions. Deliver a motivational speech to boost the team's morale and confidence. Remind Competitors of their strengths and the hard work they've put in to reach this point. Foster a sense of camaraderie and teamwork, encouraging Competitors to support one another.
08:30-17:00	Competition	Skill competition workshop	Regularly check on Competitors to ensure they are focused and adhering to competition rules. Observe the Competition environment to identify any issues that may affect performance or fairness.
09:30-10:30	Team Leader meeting	WSI Competitions meeting room, Lumière 8	Attend on time. Provide feedback. Participate actively.

TIME	ACTION	LOCATION	COMPLETE
11:30-14:30	Lunch	Delegate Restaurant Eurexpo	Coordinate time and logistics. Check well-being. Foster Team spirit
17:00-17:30	Competitor Communication	Skill competition workshop	Congratulate Competitors on their hard work and dedication Highlight specific accomplishments and positive moments to boost morale Offer detailed and constructive feedback on their performance.
16:00-18:00 C4 Only	Packing of Toolboxes	Skill competition workshop	Cross-check the inventory list with the items to be packed, noting any missing or damaged items. Oversee the packing process to ensure it is done efficiently and correctly. Address any issues that arise during the packing process, such as missing items or packing material shortages. Conduct a final check of all toolboxes before they are sealed and ready
17:00-20:30	Dinner	Delegate Restaurant Eurexpo	Coordinate time and logistics. Check well-being. Gather feedback Offer words of encouragement and support
18:00 19:30 21:15	Transportation	From Eurexpo to hotels	Verify transportation schedules and arrangements Be a few minutes early at the pick-up point Ensure all team members are accounted for



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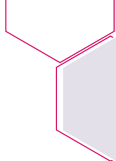
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SUNDAY, 15 SEPTEMBER (C+1)

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TIME	ACTION	LOCATION	TASKS
06:30-09:30	Breakfast	Hotels	Coordinate time and logistics. Check well-being. Foster Team spirit
08:00-12:00	Free Morning	Lyon	Encourage Competitors to rest, relax, visit the city, enjoy and have fun during the free time Ensure that Competitors are ready on time for the departure for the Closing Ceremony
11:30-13:00	Lunch box	Hotels	Coordinate time and logistics. Dispatch the lunch boxes Check well-being. Foster Team spirit
14:00-15:00	Preparation for Closing Ceremony	Hotels	Ensure all team members are on track with their preparation times Check that Competitors have their outfits ready and in good condition Address any last-minute issues with clothing or accessories Encourage team spirit and motivation Ensure a calm and positive atmosphere during preparation



TIME	ACTION	LOCATION	TASKS
Estimated 15:00	Transportation The pick-up time aims to ensure that Competitors arrive at the stadium between 15:30 and 16:00 , allowing sufficient time for pre-ceremony preparations.	From hotels to Eurexpo	Verify transportation schedules and arrangements Be a few minutes early at the pick-up point Ensure all team members are accounted for
15:30-17:00	Dinner	OL stadium	Coordinate time and logistics. Check well-being. Foster Team spirit
17:20-18:30	Ready for the show	OL stadium	Final check on Competitors Prepare for entry Distribute final instructions
17:00-18:30 18:30-22:00	Pre-Show Closing Ceremony	OL stadium	Offer emotional support and encouragement Ensure Competitors are in the correct place at the right time for any scheduled appearances or recognitions Foster a sense of pride and accomplishment
22:00-01:00	Farewell Party 5 min walk from OL stadium	LDLC Arena	Encourage Competitors to celebrate and enjoy Encourage Team Bonding Enjoy
From the end of closing Ceremony 22:00 to end of festivity	Transportation	From LDLC Arena to hotels	Verify transportation schedules and arrangements Be a few minutes early at the pick-up point Ensure all team members are accounted for

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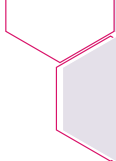
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MONDAY, 16 SEPTEMBER (C+2)

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TIME	ACTION	LOCATION	TASKS
6:30-9:30	Breakfast	Competitor hotels	Coordinate time and logistics. Check well-being. Foster Team spirit
All day	Hotel Check-out	Lyon	Confirm check-out times with the hotel Ensure all personal belongings are packed and accounted for Verify that no items are left behind in rooms Coordinate luggage collection and transportation
All day	Transportation	From hotels to departure points	Verify transportation schedules and arrangements Be a few minutes early at the pick-up point Ensure all team members are accounted for
All day	Departures WSL2024 teams aim to be at the airport at least 2h30 before your flight time to allow for check-in, security and boarding procedures.	Departure points	Guide the team to the check-in or boarding area Monitor the time to ensure timely boarding Conduct a final headcount before proceeding to security or boarding



NOTES

LIST OF MEMBER COUNTRIES AND REGIONS COMPETING AT WSC2024 (SUBJECT TO CHANGE)

1. Armenia
2. Australia
3. Austria
4. Azerbaijan
5. Bangladesh
6. Barbados
7. Belgium
8. Brazil
9. Canada
10. Chile
11. China
12. Colombia
13. Costa Rica
14. Croatia
15. Denmark
16. Dominican Republic
17. Egypt
18. Estonia
19. Ethiopia
20. Finland
21. France
22. Georgia
23. Germany
24. Ghana
25. Hong Kong, China
26. Hungary
27. India
28. Indonesia
29. Iran
30. Ireland
31. South Tyrol, Italy
32. Jamaica
33. Japan
34. Kazakhstan
35. Kenya
36. Korea
37. Kyrgyzstan
38. Latvia
39. Principality of Liechtenstein
40. Luxembourg
41. Macao, China
42. Malaysia
43. Mexico
44. Mongolia
45. Morocco
46. Namibia
47. Netherlands
48. New Zealand
49. Norway
50. Palestine
51. Philippines
52. Poland
53. Portugal
54. Romania
55. Saudi Arabia
56. Singapore
57. South Africa
58. Spain
59. Sweden
60. Switzerland
61. Chinese Taipei
62. Thailand
63. Uganda
64. United Arab Emirates
65. United Kingdom
66. United States of America
67. Uzbekistan
68. Vietnam
69. Zambia



USEFUL INFORMATION

ABBREVIATION LIST

ABBREVIATION	FULL NAME
ACM	Accommodation
AND	Arrival and Departures
C	Competitor
CC	Closing Ceremony
C-Group (C, TL, MOS-C)	Competitor Group
CXP	Competitor Experience
EXC	Excursion
FAB	Food and Beverage
FPT	Farewell Party
MOS-C	Member Organization Support – Competitor position
OC	Opening Ceremony
OSOC	One School One Country
TA	Team Attaché
TL	Team Leader
TLO	Team Liaison Officer
TRA	Transportation
WEL	Welcome Reception

For additional useful information, you can refer to the Competition Handbook

USEFUL FRENCH WORDS AND SENTENCES

ENGLISH	FRENCH	HOW TO PRONOUNCE*
Hello	Bonjour	bohn-joor
Good-bye	Au revoir	oh ru-vwar
Please	S'il vous plaît	seel voo pleh
Excuse me	Excusez-moi	eks-kew-zay mwa
Thank you	Merci	mer-see
I don't understand	Je ne comprends pas	Ju nu kom-pran pa
I don't speak French	Je ne parle pas français	Ju nu parl pa fran-say
I want to go to ...	Je veux aller à ...	Ju vu a-lay a
How much is it?	Combien ça coûte?	kom-byen sa koot?
I'm looking for an ATM/cash dispenser	Je cherche un distributeur de billets	Ju sher-sh un dee-stree-byu-ter du bee-yeh
I'm lost, can you help me?	Je suis perdu, vous pouvez m'aider?	Ju swee pair-du, voo poo-vay me-day?

*(Based on english-speakers)

DID YOU KNOW ?

Euro (€) is the only currency used in France. You can withdraw cash at ATMs (automatic teller machines) that are located throughout the city, or at the airport. Cashless payment is readily available (minimum amount may apply).

In France, shops open around 09:00 and close around 19:30. They aren't open on Sundays (except for some stores).

Most restaurants stop serving after 14:00 and return to service around 19:00 (but some restaurants stay open all day long). Please note that not all restaurants are halal (ask before to make sure).

The standard voltage is 230 V, and the standard frequency is 50 Hz. Power plugs and sockets are C or E type.

The time zone during Central European Summer Time is GMT +2.

DO'S AND DON'TS

DO'S:

Offer a seat in public transport: Make sure to offer your seat to a person with disabilities, pregnant women, or an elderly person.

Always carry identification papers on you: you can be subject to an identity check anytime in the city, so be ready to have it on you when asked.

"Vouvoiement": when you speak to someone you don't know and talk in French, you have to use "vous" instead of "tu". It is a form of politeness.

Salutations: When you meet someone for the first time in France it is expected to shake their hand as a gesture of respect. When better acquainted it is common to greet each other with "la bise".

Behave respectfully towards others.

Respect public order and accept rules of conduct.

Inform the Competition Organizer representatives of the Competition venue or law enforcement of any suspicious object, smoke or fire.

Support and encourage the different teams.



DON'TS:

Throw your cigarette on the ground: according to the law, this action is fine €350. The city is provided with street garbage cans with ashtrays.

Urinate in the street: no matter how sordid it is, this action is punishable by the law with a €400 fine. You can find public toilets in the city.

Walk down the street while being drunk: this action is dangerous for both you and other people. You can be caught by the police and taken to the police station, where you will be put in a cell to sober up. To avoid this situation, drink with moderation and call a cab to bring you back to your hotel.

Put your money in your back pocket: Lyon is a big city where there can be pickpockets. In public transportation, be careful with your belongings. In the streets, be careful with where you put your money. Back pockets are easy to reach, so you will need to put it somewhere safer and less reachable.

Display any signs or symbols that aim at inciting racial or religious strife.

Insult the human dignity of event participants or visitors.

Throw any object or liquid of any kind in the direction of participants, visitors, law enforcement and staff.

Attend the venue under the influence of alcohol, drugs or toxic substances.

PUBLIC TRANSPORT

Please refer to the Competition Handbook

USEFULL APP



TCL Lyon – For getting the public transport schedule, itinerary and information



Vélo'v – For renting public city bike



City Mapper – for getting around the city.



Uber – No stress ride option. Easy way to find a car in Lyon.



Heetch – Find your travel easily 7/7, 24h/24h.



Bolt – Bolt is a mobility platform offering rides, and delivery services.



Google maps – provides maps, directions, and location information.



Uber Eats is the way to order the food you love through an easy delivery experience



Deliveroo – same as Uber Eats



Too good to go is an app that connects users with restaurants and stores to purchase surplus food at a reduced price, aiming to reduce food waste. This is not a delivery service; you need to go in person.

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Edited on 30/08/2024

Website:
www.worldskills2024.com



#WSC2024



Eurexpo Map
available here



General documents
available here



Password: **WSC2024!**

Lyon key places
available here

