

GUIDELINES FOR INTERNATIONAL STUDENT COMPANY FESTIVAL 2018

Official homepage: www.iscflatvia.com

ADMINISTRATIVE INFORMATION

ARRIVAL AND DEPARTURE

- The transportation from Riga International Airport, Riga Train Station or Riga Coach Station to the hotel will be provided by the Organizing Committee on April 9th by public transport, if it is requested in arrival detail registration form. More about the public transport in Riga: [HERE](#).
- For all arrivals before the provided time schedule on April 9th you are responsible for your own transportation and accommodation. For all departures after the provided time schedule on April 11th you are responsible for your own transportation and accommodation.
- Recommended taxi in Riga - *Baltic Taxi*, phone: **(+371) 20008500**. An approximate cost of taxi, direction Hotel - Airport is 10 EUR.

REGISTRATION BY ARRIVING

- Participant registration at **Bellevue Park Hotel Riga** and **Islande Hotel Riga** lobby at JA Latvia Information stand on April 9th from 10:00-13:00, accommodation check-in at hotels reception.
- Registration order for Student Companies - registration for all team members is made only by the Student Companies director.
- On registration you will be issued a welcome package for all delegates (one welcome package for one Student Company).
- Welcome package includes a badge with the agenda, information about transfers, activity maps and useful information concerning the event.

Please be sure that badge is always with you and be aware that the timing for transfers is sharp!

TRANSPORTATION WITHIN RIGA

- All of transfers during the event from April 9th till April 11th are organized according to the agenda from and to activity places.
- All other transfers out of provided time schedule from April 9th till April 11th are your own responsibility.
- Please note that timing of the buses is sharp and we are not responsible for people arriving late to the meeting points.
- **Meeting points for transfers:**
 - at hotel – hotel's lobby;
 - at competition/trade fair place - JA Latvia Information stand;
 - about other meeting places participants will be informed previously.

ACCOMMODATION

- Participants will be accommodated at the **Bellevue Park Hotel Riga** and **Islande Hotel Riga**

Bellevue Park Hotel Riga
Slokas Str. 1, Riga, Latvia
Phone: [+371 67069000](tel:+37167069000)
Fax: [+371 67069001](tel:+37167069001)
E-mail: reservations@bellevue.lv
www.hotelbellevue.lv

Islande Hotel Riga
Kipsalas Str. 20, Riga, Latvia
Phone [+371 67 608 000](tel:+37167608000)
Fax [+371 67 608 001](tel:+37167608001)
Email reception@islandehotel.lv
www.islandehotel.lv

- Rooms are available from 15:00 the day you arrive. For participants arriving earlier a room is provided to store your luggage at the hotel, for which ask at the hotels reception.
- The costs of any incidental expenses (e.g. telephone calls, additional drinks etc.) are your responsibility and must be paid when checking out at hotels reception.
- We recommend that you do not use telephones provided in the hotel room as charges for these are normally high.
- Check-out on departure day must be not later than 12:00.

MEALS

- All meals are included in the participation fee, from lunch (11:30-13:45) on the April 9th till breakfast on the April 11th.

RESPONSIBILITY/SECURITY

- Latvia is regarded as a safe place to live. The only thing you should be aware of is that you should not travel alone by night.
- Teachers/advisers are at all-times responsible for their students.
- Guest students will be allowed to act only as observers during the Competition.
- Participants are responsible for damaged property.
- JA Latvia enforces "Zero Tolerance" policy with respect to abuse of drugs and/or alcohol.
- The official accompanying adults are responsible for ensuring that the students abide by this "Zero Tolerance" regulation.
- In the case of unacceptable behavior, the offending students will be immediately disqualified and sent home at their own cost.
- Participants are responsible for their belongings at all the times, please do not leave your valuable things in busses, taxi or public places!
- We want you to have a great time during your stay in Latvia, and proper behavior is expected at all the times.
- Please show respect for other people and their property.

TECHNICAL INFORMATION & GUIDELINES

PARTICIPANT REQUIREMENTS

- Maximum number of students participating in the festival as part of the student company is 5.
- Achievers must be current students of a secondary-school level JA program (age 15-21).

TRADE FAIR VENUE

The exhibition will take place in the [Domina Shopping](#). You will get there by transport provided by JA Latvia staff.

Domina Shopping

Ieriķu Street 3, Riga, Latvia

Tel.: (+371) 67633734+371 67631111

<http://www.domina-shopping.lv/eng>

EXHIBITION

- You will set up your stand on April 10th.
- The exhibition is open to public.
- If you choose to have valuable equipment e.g. PCs at your stand, please be aware that you will be fully responsible for their safety. These items are not covered by the insurance provided by JA Latvia. We strongly recommend that any valuable equipment is kept with you at all times.
- Participants will be provided with a room for luggage and other items to keep at the trade fair itself.
- The time set for dismantling the stand is 16:30 – 17:00; the trade fair stand should be emptied by then.

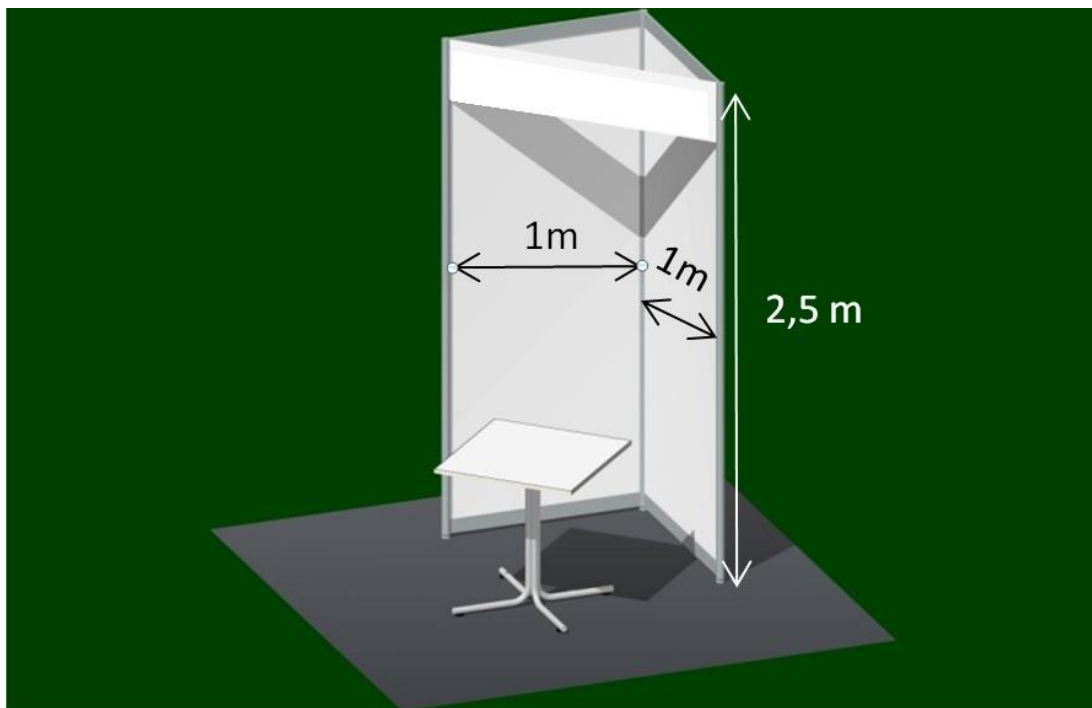
DRESS CODE

During advertisements and interview at the stand and with the jury, students should wear either business attire or company clothing.

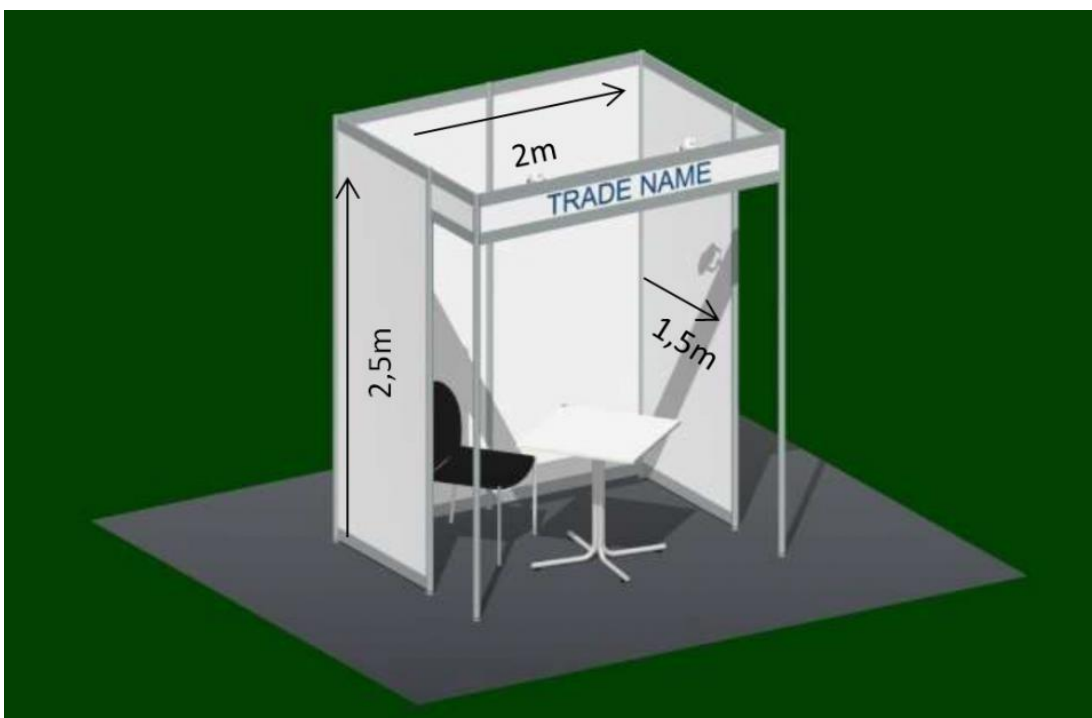
STAND DIMENSIONS:

- Each Enterprise will have walls of 2,5 meters (height) by 1 meter (each of 2 side walls) or walls of 2 by 1,5 meters (if requested) including table 0.70 x 0.70 meters.
- Stand's heading (TRADE NAME) consists of stand number, Companies name and country or project name (prepared by JA Latvia).
- Each stand will be provided with 1 corpus. Those students, who ordered electricity, must bring their own extension cords.
- Students can use (and should bring with them): Velcro-tape and other fastening and hanging materials.
- **It is not permitted to draw on the walls and floor, to use nails or screws and all stands should be cleaned after use. You may use Blu-tack to place your posters etc.**
- Broken facilities must be replaced on costs of the mini-company presenting at the stand.

TWO EDGED STAND DIMENSIONS



THREE EDGED STAND DIMENSIONS



STAND INTERVIEW WITH THE PANEL OF JUDGES

This is a very important aspect of the competition since the judges have an opportunity to ask any questions regarding the Company. Judges are likely to probe Company members on their understanding of how and why the Company performed as it did, what general lessons they are able to draw from this and how these lessons might be applied in a new business context. Company members without their Advisers or Link Teachers will be questioned by the panel of judges for a maximum of 10 minutes.

KEY POINTS ASSESSED BY JUDGES

- Development of personal skills
- Team spirit
- Knowledge and understanding of how businesses function
- Ability to apply learnt lessons to new situations
- Stand evaluation
- Product or service evaluation.

AWARDS

- Best Trade Fair display stand
- Most innovative product
- Socially responsible business
- Best Sales team
- Best video advertisement
- The Best Company of International Student Company festival 2018

ADDITIONAL INFORMATION

DRESS CODE FOR AWARDS CEREMONY IS SEMIFORMAL

LANGUAGE OF THE EVENT IS ENGLISH

WEATHER

One of the myths about Riga and Latvia is that it is extremely cold in winter; too damp and windy in spring and autumn, rainy and cool in summer. All of that may be the case, but certainly not every year. Average yearly temperature is 11°C, but in April it is 10-15°C / 50-59 F.

CREDIT CARDS

Use of credit cards is widespread in Riga, Latvia, and they are accepted almost everywhere. MasterCard, Visa, American Express are the most common.

CURRENCY

Money currency in Latvia is Euro.

EMERGENCY NUMBERS

Number of all emergency services in Latvia is 112.

JA Latvia Staff telephone numbers will be issued with welcome packs on arrival.

Latvian country code is: +371

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