

1. Requirements

Requirement	Summary of Requirement	Compliant/Non-compliant Y/N	Response
International Airport	The chosen City must have an airport (preferably International) in order to facilitate the transport of all the FIM General Assembly & FIM Awards guests.	y	Helsinki International Airport 50 minutes from Lahti City
Transportation for Guests	The chosen City must take care of the organisation of the transfers for ALL guests coming to the FIM events: <ul style="list-style-type: none"> ● From the airport to the hotel and return ● Transfers between hotels and event venues (if more than 5 minutes walking distance) ● Rental cars the FIM Organisation Team 	y	
Transportation for FIM Team	A car should be placed at the disposal of both the FIM president and CEO. Cars should be made available for the transportation of FIM World Champions, Legends and VIPs for the awards.	y	Preliminary negotiations with BMW sponsorship
Hotel	The chosen City must have a comfortable hotel (minimum 3/4*) available close by the convention centre (5 minutes walking distance). The hotel should have a large conference room with the capacity to hold 150 to 200 guests in which the FIM Awards Press Conference can be held.	y	Solo Sokos Hotel Lahden Seurahuone, located in Lahti City Center

Convention Centre	The convention centre must provide high standard professional services, modern equipment and free WIFI access for all the FIM meetings.	y	Solo Sokos Hotel Lahden Seurahuone for meetings, Sibelius Hall for GA
Gala Dinner Venue	The chosen City must have a theatre that can host the FIM Awards including the Red Carpet, Cocktail, Official Dinner, Live Ceremony and FIM Party for a minimum of 600 guests.	y	Sibelius Hall
FIM Event Management Office	A large room must be provided at the main hotel for the FIM Event Management Office. This room must be in a quiet place and fit approx. 20 FIM staff members with individual desks / tables.	y	Solo Sokos Hotel Lahden Seurahuone
Offices for FIM General Assembly	Offices must be provided at the FIM General Assembly area and or at the main hotel with 24-hour access. General assembly include: <ul style="list-style-type: none"> • FIM President • FIM Senior Management • FIM Communication • FIM Technical • FIM Promoters • Others upon request 	y	Solo Sokos Hotel Lahden Seurahuone
Insurance	The chosen City must have contracted an insurance cover in case the event should be cancelled due to force majeure or other unforeseeable causes.	y	
Security	The chosen City must provide security (electronic and human surveillance services) for all FIM events.	y	

Financial	The chosen City must be aware of all financial obligations, referred to in the technical requirements.	y	
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2. Venue locations

Venue		Pax	Shape	m2	hours	Mon 28.11.	Tue 29.11.	Wed 30.11.	Thu 1.12.	Fri 2.12.	Sat 3.12.	Sun 4.12.
Seurahuone	Event Management Office	30	Square	100	9-18	x	x	x	x	x	x	x
Seurahuone	Senior Management Office	10	Square	50	9-18	x	x	x	x	x	x	x
Seurahuone	Communication Office	20	Square	70	9-18	x	x	x	x	x	x	x
Seurahuone	Board of Directors	30	U-shape	150-200	9-18			x	x	x	x	x
Seurahuone	Commission Directors	40	Classroom	150-200	9-18				x			
Seurahuone	Continental Unions Meeting	?	?		9-18							x
Seurahuone	Workshops								x			
Malski	Welcome	100			18-21		x					
Sibelius Hall	Secretaries General Meeting	150	Classroom	600-800	9-18				x			
Sibelius Hall	General Assembly	250-300	Classroom	600-800	9-16					x		
Sibelius Hall	GA Cocktail Party	250-300			18.15- 20					x		
Sibelius Hall*	Press Conference	150-200	Classroom		15						x	
Sibelius Hall	Pre Event	1000	Desks	800	15					x	x	
Sibelius Hall	FIM Awards	600	Crescent Round	1000	22						x	

Solo Sokos Hotel Lahden Seurahuone	Official Hotel
	Congress
Malski	Center
Sibelius Hall	Main Venue
* alt. Motor Cycle Museum	Autograph Session

3. Host City Costs

Location	Venue	Mon 28.11.	Tue 29.11.	Wed 30.11.	Thu 1.12.	Fri 2.12.	Sat 3.12.	Sun 4.12.	Mineral water	Coffee breaks	Projection & Sound	Interpr et Equip	Lunch	Dinner
Seurahuone	Event Management Office	x	x	x	x	x	x	x	x	x				
Seurahuone	Senior Management Office	x	x	x	x	x	x	x	x	x				
Seurahuone	Communication Office	x	x	x	x	x	x	x	x	x				
Seurahuone	Board of Directors			x	x	x	x	x	x	x		x	x Tue &Wed	x Tue
Malski	Welcome + Entertainment		x						Welcome drinks & entertainment					
Sibeliustalo	Secretaries General Meeting				x				x			x		
Sibeliustalo	General Assembly					x			x	x	18.15 Cocta	x + stage	x	
Sibeliustalo	GA Cocktail Party					x								
Sibeliustalo	Press Conference						x		x					
Sibeliustalo	Pre Event					x	x		Autograph sessions (40 champions)					
Sibeliustalo	FIM Awards Dinner Gala Ceremony						x							

Accommodation FIM Champions, Legend and Awardees
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Site Visits

Transfers and Shuttles

Rental cars -

Officials and VIPs

FIM President

FIM CEO

FIM World Champions, Legends, VIPs
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	Quantity
Shuttles -	400
Transfers Airport - Host City	150
Transfers Hotels- Venues	50
25 limousines 8 days	200
Staffing Requirements	
Reception service	90
2 hostesses x 5 hotel welcome desks x 6 days	60
FIM GA & FIM Aw	30
TV & Media Production costs	
City Branding	
Promotion of the event in Host City	

The host city responsibilities are estimated to be about 300 000 EUR.

4. FIM Costs

Negotiated prices for FIM*

Solo Sokos Hotel Lahden Seurahuone

Meeting Rooms	250 EUR/room/day
Refreshment	4,50 EUR/person
Coffee break	15 EUR/person
Lunch, menu	as of 22 EUR/person
Dinner, menu	as of 42 EUR/person

Accommodation**Solo Sokos Hotel Lahden Seurahuone**

	Price/room/night
Standard Single Room	166 EUR
Standard Double Room	197 EUR
Superior Single Room	200 EUR
Superior Double Room	232 EUR
Suite Taavi for one person	370 EUR
Suite Taavi for two persons	400 EUR
Suite Karolina for one person	390 EUR
Suite Karolina for two persons	435 EUR
Standard Single Room	187 EUR
Standard Double Room	215 EUR
Superior Single Room	220 EUR
Superior Double Room	250 EUR
Ultimate Solo Garden for one person	290 EUR

Ultimate Solo Garden for two persons	330 EUR
Solo Loft for one person	420 EUR
Solo Loft for two persons	470 EUR
Solo Loft for three persons	495 EUR
Solo Loft for four persons	520 EUR

GreenStar Hotel Lahti

Standard Single Room	119 EUR
Standard Double Room	129 EUR

Scandic Hotel Lahti City

Scandic Hotel Lahti City	
Standard Single Room	153 EUR
Standard Double Room	175 EUR
Family Single Room	186 EUR
Family Double Room	208 EUR
Superior Single Room	175 EUR
Superior Double Room	197 EUR

* Right for all price changes reserved.

Notes!

Sibelius Hall is big enough to arrange ticket sales for Awards and for the Gala Dinner. The Gala Dinner could be 200 tickets and the awarding ceremony 500-600 tickets.