

Teams – Logistic Information  
(as at 08/02/24)

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# World Athletics Indoor Championships Glasgow 2024

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### 1. TRAVEL TO GLASGOW

#### 1.1 Official Airport and Arrival Information

Glasgow Airport (GLA) and Edinburgh Airport (EDI) are the official Airports.

Arrival in Glasgow should primarily be on Wednesday 28 February. Those teams planning to arrive prior to 28 February and/or leave after 4 March, are advised to contact the LOC well in advance to check availability of accommodation and transport arrangements.

After disembarking, teams will go through passport control. After collecting your luggage, please proceed to the World Athletics Indoor Championships welcome desk. All teams will be met at the Welcome Desk located in Glasgow Airport and from there you will be escorted to the official vehicle and taken to your hotel. For those arriving at Edinburgh Airport you will be met after luggage reclaim by a World Indoors team member displaying event signage.

#### Vaulting poles

Transportation of Poles: pickups will be provided directly by the LOC, poles can be collected from: Glasgow (GLA), Edinburgh (EDI) airport (preferred options), and as second option Manchester Airport, upon receipt of the travel details (Appendix I – Circular Letter M/44/23).

Please ensure that your airline have confirmed the carriage of vaulting poles on the services you have reserved.

LOC contact personnel are Jodie Payton & Lucy Mitchell who can be contacted via [Teamswic2024@cseplc.com](mailto:Teamswic2024@cseplc.com)

#### 1.2 Entry Visas

Detailed entry visa information was circulated to Member Federations in October 2023. The list of countries requiring a visa can be found in Appendix E of the Circular Letter M/44/23.

#### 1.3 Insurance

All member federations are responsible for their own insurance to cover illness or injury to any member of their delegation or team, when travelling to and from World Athletics events and during the event.

Circular M/02/24 specifically dedicated to team insurance coverage for emergency medical costs during the travel and stay abroad for all athletes and officials at 2024 World Athletics Series competitions was issued on 12 February 2024.

## 2. ACCREDITATION

### 2.1 Team Accreditation Centres and opening dates and times:

The Team Accreditation Centres (TAC) will be located in:

- Radisson Blu (Finnieston Suite)
- 27 February 09:00 – 13:00 / 14:00 – 20:00
- 28 February 09:00 – 13:00 / 14:00 – 22:00
- 29 February 07:00 – 13:00 / 14:00 – 20:00
- 1 March 09:00 – 13:00 / 14:00 – 20:00
- 2 March 09:00 – 13:00 / 14:00 – 20:00

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- 3 March 09:00 – 13:00
- Crowne Plaza (Castle 1)
- 27 February 14:00 – 20:00
- 28 February 09:00 – 13:00 / 14:00 – 22:00
- 29 February 07:00 – 13:00 / 14:00 – 20:00
- 1 March 09:00 – 13:00 / 14:00 – 20:00
- 2 March 09:00 – 13:00 / 14:00 – 20:00
- 3 March 09:00 – 13:00

All team members must have a valid identification document (same passport or identity card that was entered in EES) to receive their accreditation

WA/LOC Administrative Office  
Radisson Blu Hotel (meeting room 3)

- 27 February 13:30 – 19:00
- 28 February 09:00 – 13:00 / 14:00 – 20:00
- 29 February 09:00 – 13:00 / 14:00 – 20:00
- 01 - 03 March TBC

#### 2.2 Accreditation Procedures and Payments

##### Team Leader

The Team Leader will have to report to the WA / LOC Office at the accreditation centre before collecting his card in order to complete the following formalities:

- LOC Accommodation Invoice
- Travel Reimbursement
- WA Financial Statement
- Statistics matters
- Bibs and Special Passes Collection
- Uniform Check

The Team Leader will be asked to complete the accounting procedures and settle any extra payments (for team members above quota, use of single rooms, extra days, etc.) before collecting the accreditation card, which will be given upon the presentation of a document stating all procedures have been completed.

To shorten procedures and avoid delays, it is strongly advised to settle payment prior to arriving in Glasgow. The LOC Finance Team will get in contact with all teams about settling their accommodation invoice in advance of their arrival.

#### 2.3 Quota and Financial Support

The financial Quota by Member Federation, and the financial support offered by WA / LOC, was detailed in the WA M44/23-Circular Letter. The Quota chart can be found in Appendix D.

#### 2.4 Athletes and Team Officials

All athletes and team officials will need to report to the Team Accreditation Centre to collect their accreditation card. An ID (e.g. passport) will be required to collect the accreditation card.

Team Leaders will need to complete the administrative procedure at the World Athletics and LOC

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office (see above 2.2) before proceeding to the Team Accreditation Centre to be issued with their accreditation.

In case of arrivals outside the opening times, accreditation formalities must be carried out the next day.

#### 2.5 Special Passes

WA shall provide special passes as required for the following categories:

- Combined Events Rest Room (two per athlete for coach and physiotherapist)
- Medical
- Field Event Coach

#### 2.6 Loss of Accreditation Card

Personal accreditation badge must be worn around the neck, with the individual photo and name clearly visible, at all times in all public spaces, and must be presented upon request. They are personal and non-transferable. The loss or theft of an accreditation card must be reported immediately to the accreditation centre or Competition Information Desk in the hotel. In order to obtain new accreditation, the person in question carrying an appropriate identification document, must request it personally.

Any Accreditation Card found being used by someone who is not its owner will be confiscated and its owner will be subject to sanction including possible ineligibility for his competitive participation in the Competition.

### 3. ACCOMMODATION

#### 3.1 Team Hotels

The LOC has arranged accommodation for all participants in 4\* hotels:

HOTEL NAME	ADDRESS AND WEBSITE
Crowne Plaza	Congress Road, Glasgow G3 8QT <a href="https://www.ihg.com/crowneplaza/hotels/gb/en/glasgow/glwcr/hoteldetail?cm_mmc=GoogleMaps-_-CP-_-GB-_-GLWCR">https://www.ihg.com/crowneplaza/hotels/gb/en/glasgow/glwcr/hoteldetail?cm_mmc=GoogleMaps-_-CP-_-GB-_-GLWCR</a>
Leonardo Hotel Glasgow	80 Jamaica Street, Glasgow G1 4QG <a href="https://www.leonardohotels.co.uk/hotels/glasgow">https://www.leonardohotels.co.uk/hotels/glasgow</a>
Clayton	286 Clyde Street, Glasgow G1 4AR <a href="https://www.claytonhotelglasgowcity.com">https://www.claytonhotelglasgowcity.com</a>
Radisson Blu	301 Argyle Street, Glasgow G2 8DL <a href="https://www.radissonhotels.com/en-us/hotels/radisson-blu-glasgow">https://www.radissonhotels.com/en-us/hotels/radisson-blu-glasgow</a>
Radisson Red	Finnieston Quay, 25 Tunnel Street, Glasgow G3 8HL <a href="https://www.radissonhotels.com/en-us/hotels/radisson-red-glasgow">https://www.radissonhotels.com/en-us/hotels/radisson-red-glasgow</a>

Accommodation contact person: Jodie Payton [teamswic2024@cseplc.com](mailto:teamswic2024@cseplc.com)

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#### 3.2 Team Hotels Cost

For all athletes in the quota the LOC will offer free accommodation in twin rooms during the official period (arrival on Wednesday, 28 February – departing on Monday, 04 March), for a maximum of five nights. Single rooms will be charged a supplement as detailed below. **Any twin room in single occupancy will be charged as single room.**

All Prices per person per day - Full Board	Official Period Check-in 28 February / Check-out 04 March (5 nights)		Outside Official Period	
	Twin	Single	Twin	Single
Athletes in quota	Paid by LOC	100 USD	180 USD	280 USD
Athletes above quota and Subsidised Officials (within 55%)	150USD	250 USD		
Non-subsidised Officials (above 55%)	180 USD	280 USD		

The number of officials that can be accommodated with the team at subsidised rates will be limited to a quota corresponding to 55% of the athletes (see chart in Appendix G in Circular Letter M/44/23). An additional 25% of non-subsidised officials (up to an overall maximum of 80%) will be accommodated in the Team hotels subject to availability.

The accommodation invoices will be based on the information (number of persons and arrival/departure details) provided at the closing date for the Final Entries, with a tolerance of two persons. Payment of extra costs can be made:

- Credit card: MasterCard, American Express or Visa which will all incur a 2% handling fee on the total balance due
  - In cash: GBP, Euros, US Dollars
  - In advance: Bank transfer – please contact Jodie Payton & Lucy Mitchell
- Email: [teamswic2024@cseplc.com](mailto:teamswic2024@cseplc.com)

#### 3.3 Team Hotels Check-in Procedures

Team Leader must report to the World Athletics Information Desk Accommodation Desk, which will be located in the hotel's main reception area, to complete the check in procedure. The accommodation team will confirm the rooming list as previously provided by the Member Federation in Event Entry System (see Circular 49/21) and then issue the room keys.

Once checked in, the Team Leader will be directed to the 'WA/LOC Administrative Office' to settle any outstanding payment. Once payment has been settled the Team Leader can collect his/her accreditation.

If other hotel services are required, the individual must scan the credit card at the main reception desk to activate these extra services (telephone, laundry, room service, etc.).

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#### 3.4 Services in the Team Hotels

- **Accommodation Desk**

For any accommodation related additional queries related to check in, hotel registration and local transport the LOC Travel & Transport Team will be happy to assist you. Please contact them on [teamswic2024@cseplc.com](mailto:teamswic2024@cseplc.com)

- **Meeting Rooms**

Rooms for meetings are available at team hotels. Rooms can be reserved via the Information Desk, subject to availability.

- **Rooms for Treatment (Therapy)**

Rooms for Soft Tissue and Physiotherapy will be available within team hotels. Rooms can be reserved via Accommodation Desk, subject to availability.

- **Internet access**

Wi-Fi will be available in all hotels, please see the Information Desk for the Wi-Fi code.

#### 3.5 Meals

Athletes and Team officials will be provided in the team hotel upon presentation of their Accreditation cards. All meals must be taken in the hotel where the team is accommodated. Meals will be served buffet style and will be similar in all hotels. Hotels will cater for religious and special dietary requirements. Please ensure this information is communicated to [teamswic2024@cseplc.com](mailto:teamswic2024@cseplc.com) prior to Friday 16<sup>th</sup> February. Requests submitted after this time will be noted but may not be guaranteed.

Mealtimes during the official period shall be as follows:

- Breakfast: 06:30 – 10:00
- Lunch: 12:30 – 15:30
- Dinner: 19:30 – 23:30

On Sunday 3 March, on the occasion of the Athlete Party, dinner will still be served in the Team Hotels.

## 4. TRANSPORT

### 4.1 Airport

Travel from Glasgow Airport to the Team Hotels takes approximately 20 minutes. Travel from Edinburgh Airport takes approximately 1 hour.

Transport will be organised according to the arrival schedule announced in the Final Entries. Please remember to indicate in your Entries whether you will be arriving with poles (see 1.1 too), physio beds or any other oversized luggage so that the LOC can make the necessary transportation arrangements. A welcome desk will be located within the airport arrivals terminal. Clear signage and volunteers will identify the meeting points for transport collection.

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#### 4.2 Travel Times

Below are the approximate times and distances between the Official Airports and Team Hotel

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	Glasgow Airport		Edinburgh Airport	
	Distance km	Travel time	Distance	Travel time
Crowne Plaza	14 km	20 mins	65 km	60 mins
Leonardo Hotel Glasgow	14 km	20 mins	65 km	60 mins
Clayton	14 km	20 mins	65 km	60 mins
Radisson Blu	14 km	20 mins	65 km	60 mins
Radisson Red	14 km	20 mins	65 km	60 mins

## 5. MEDICAL SERVICES

### 5.1 General Plan

The LOC will provide medical services during World Athletics Indoor Championships Glasgow 2024 in accordance with World Athletics Competition Medical Guidelines and the advice of the World Athletics Medical Delegate. Medical assistance and physiotherapy services will be available at all official event sites and further explained in this chapter.

Accredited athletes and Team Officials will have access to all LOC medical services during the official period of the competition, starting from the 28 February, until the 3<sup>rd</sup> of March. Non-emergency services will be available during specific hours, but in case of needing medical assistance outside of these working hours, the emergency phone number for an on-call physician will be provided. In case of needing medical assistance outside of the official period or for an emergency during the official period Emergency Medical Service will be available 24h under the usual service provision (call 999).

### 5.2 Key Phone Numbers

The National Medical emergency phone number is: 999

World Athletics Medical Delegate	Dr Paolo Adami	
LOC Chief Medical & Scientific Officers	Dr Andrew Murray Dr Danny Glover	+44 7791 303980 +44 7540794575
Venue Medical Director	Dr John MacLean	+44 7963692373)
Medical Manager:	Peter Hawkes	+447825 332261)
Director of Physio/Therapies	Allan Scott	+ 44 07973375785

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An on call Medical Service is available for emergencies between Wednesday and Sunday at any time. Patients be seen at Polyclinic or if needed hotel of patient.

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Mobile numbers:

Dr Danny Glover +44 7540794575

Dr Andrew Murray +44 7791303980

Wednesday to Saturday

Sunday

#### 5.3 Medical Services in Team Hotels

- Clayton Hotel:  
Polyclinic  
298 Clyde St,  
Glasgow  
G21 4NP
- Other hotels:  
Medical on call service

Each hotel (Clayton, Leonardo, Crowne Plaza, Radisson Red and Radisson Blu) will have a room for physiotherapy treatments and ice bags.

#### 5.4 Arena and Warm Up Medical Services

During the official opening hours of the warm-up area, the medical services available:

- Emergency care (fully equipped ambulance)
- Physiotherapy
- Sport massage
- Sports medicine

#### Arena and warm-up medical services

During competition and training times (29th February to 3rd of March), the following services will be available from two hours before the first event, until 60 minutes after the end of the competition:

- Emergency services (one ambulance with medical doctor and nurse)
- 

Athletes have priority to all services and exclusive access to physiotherapy and sport massage. Other categories (Team Officials, Technical Officials, Workforce) will have access to emergency medical services only.

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#### FOP Medical Teams

Half an hour before the start of the competition until the end of the competition, 2 medical teams will be located on the track.

#### 5.5 Designated Medical Institutions

LOC will be cooperating with several medical institutions to provide care for the athletes. Elite EMS will provide ambulance service throughout the competition period.

Main reference hospitals are:

- Glasgow Royal Infirmary
- Queen Elizabeth University Hospital
- Royal Hospital for Children
- The New Victoria Hospital

#### 5.6 Other Medical Information

Accredited persons have access to LOC medical doctors. Athletes also have access to sports



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massage, physiotherapy, podiatry, and other polyclinic services (for example diagnostic ultrasound machines). The above services are free of charge, while the below come at cost to the athlete.

A) Private Hospital. BMI Ross Hall Hospital offers a range of hospital specialists, and imaging  
221 Crookston Rd, Glasgow G52 3NQ  
Open 24 hours  
Phone: 0141 810 3151

B) Private hospital. Nuffield Hospital Glasgow.  
25 Beaconsfield Rd, Glasgow G12 0PJ  
Open 0830-2130  
Phone: 0141 334 9441

#### Private Dentist

Practical factsheets are available from the polyclinic regarding common dental conditions. Private dental appointments can be arranged upon request from the polyclinic.

#### Pharmacy (Monday – Sunday)

There are numerous pharmacies within walking distance, but Boots Central Station is open 7 days, with a wide range of stock and are experienced in helping professional athletes. A prescription can be gained from the polyclinic doctor.

Boots:  
Central Station  
Glasgow, G1 3SQ  
01412 217107

Pharmacy:  
Mon to Fri 0700 - 2200  
Sat 0900 – 1900  
Sun 0900 – 1800

Store:  
Mon to Sat 0700 – 2200  
Sun 0900 - 1800

#### **Visiting Medical and Physiotherapy Teams**

Athletes/ Teams who have brought their own doctors, or therapists will have designated space at each athlete hotel, and at the competition venue to provide these treatments.  
Local Organising Committee doctors can facilitate prescriptions/investigations.

#### **Medical License**

Any team doctor wishing to order tests/investigations or write prescriptions independent of this, that are to be dispensed in a UK pharmacy are required to register with the GMC also.

This can be done by following this [link](#) to the relevant GMC page.

#### **Medical Importations**

While a wide variety of medications will be available at the event from the onsite medical team or by prescription, there will be some instances when team doctors will wish to bring medication for their

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team from outside of the UK. Those wishing to do so are requested to contact both UK Customs and their home country customs departments to ensure that the travel of such medications is permitted.

If bringing controlled drugs into the UK (such as morphine or fentanyl), documentation detailing proof of ownership must be prepared and may need to be presented at the UK border. Details of this documentation and the list of controlled drugs can be found [here](#).

Those wishing for help contacting the UK customs authorities are advised to use the following [link](#).

Team healthcare personnel are responsible for the storage and safekeeping of their delegation's medicines and supplies. The Local Organising Committee and World Athletics is not responsible for, and shall have no liability relating to, or arising out of the storage or monitoring of the supplies and medicines by the team.

#### **Vaccinations**

There are **no current restrictions and requirements** due to COVID-19 or any other illness in the United Kingdom.

#### **No Needle Policy**

During the entire duration of the World Athletics Indoor Championships, any injection to an athlete's body of any substance:

1. must be medically justified, to include physical examination by a certified medical doctor, diagnosis, medication, route of administration and appropriate documentation;
2. must respect the approved indication of the medication = no off-label administration or prescription;
3. must be administered by a certified medical professional accredited by the LOC, in an official medical facility of the event unless authorized by the World Athletics Health and Science Department Representative or Competition Medical Delegate  
or
4. administered by the Member Federation team physician in an official medical facility under the supervision of an LOC medical staff member unless authorized by the World Athletics Health and Science Department Representative or Competition Medical Delegate.

In either option, the administration must be declared and recorded by the LOC medical staff and the World Athletics Health & Science Department Representative using a specific form.

The World Athletics No needle Policy and the declaration form can be found in the list of exhibits.

#### **5.7 Mental Health Emergency Services**

During the championship period, anyone experiencing a mental health emergency, including athletes, essential support staff, and operations staff, can contact the LOC medical staff for support and treatment.

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#### 6 DOPING CONTROL

Sample collection at the World Athletics Indoor Championships in Glasgow 2024 will be conducted according to World Athletics Rules and Anti-Doping Regulations (latest editions available on World Athletics website) and under the supervision of World Athletics Anti-Doping Delegate. Both blood and urine doping controls will be carried out in Doping Control Stations located in the athletes' hotel and at the competition venue.

The sample collection programme will consist of both pre and in competition testing, carried out from the official opening of the team hotels until the end of the Championships.

Athletes will be selected for testing through a combination of random and intelligence – led methods and will be notified of their selection by trained and accredited Officers. A Team Leader or Official may be required to help in notifying the athlete who may be accompanied by a representative to the sample collection station.

At the time of notification, the sample collection officer will present their accreditation and advise which sample is required. They will then chaperone the athlete to the sample collection station where the sample will be collected. Official identification will be required before providing the sample, so athletes must ensure that they carry identification documents at all times (passport, ID card).

An athlete breaking or equalling a World Record (including a World U20 Record) will be required to undergo doping control for ratification purposes. Should an athlete request sample collection for the ratification of an Area or a National record etc, such a test will be carried out for a fee at the request of a team official. A request for the record test will need to be completed at the Technical Information Centre (TIC) before the sample can be collected.

A significant increase of requests for additional doping controls for the validation of National Records has been observed at World Athletics Series events and every effort will be made to accommodate these extra doping controls, which come on top of the doping controls planned for the event. However, priority will be given to the doping controls planned for the event.

We are asking the athletes whose national rules allow for delayed testing (e.g 48h or 72h) to arrange for doping controls with their local anti-doping agency after the event.

Please note that World Athletics cannot guarantee that it will be able to accommodate all requests.

Athletes, who therapeutically use substances or methods included on the prohibited list, must ensure they have the appropriate authorisation in place before the Event, in accordance with the World Athletics Anti-Doping Rules.

For further information regarding the rules, please go to:

<https://www.athleticsintegrity.org/know-the-rules>

#### 7. SAFEGUARDING

Member Federations will be asked to appoint a Team Official/ Delegate to be their Team Safeguarding Officer (SO). The SO will be their first point of contact for any safeguarding concerns in relation to Team Officials, Athletes and members of the Member Federation's delegation at the

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World Athletics Indoor Championships Glasgow24. There will be a World Athletics Safeguarding Officer at the Championships to provide support and guidance where necessary. Further guidance will be sent direct to SOs registered via the EES prior to the event.

#### 8. SUSTAINABILITY

##### **Social Impact and Sustainability**

Social impact and Sustainability are key strategic priorities for the World Athletics Indoor Championships Glasgow 24.

The event aims to create extraordinary sporting moments that will captivate and inspire - at the same time, we are committed to delivering positive social impacts by empowering local communities and promoting inclusion, working hard to minimise our environmental impact through sustainable practices and demonstrate financial responsibility in all our endeavours.

Our Social Impact and Sustainability strategy has three pillars:

Environmental Sustainability - Our priority areas for managing and minimising the event's environmental impact include:

- Integrated planning

Ensuring environmental sustainability is being considered throughout the planning of the event, across all functional areas, so that it is not a 'bolt on' approach. In turn, this will provide a strong foundation from which to raise public awareness of sustainability issues and sustainable practices through educational activities, communication campaigns and the involvement of world class athletes as ambassadors.

Responsible resource consumption

Encouraging functional areas, working with partners and suppliers, to consider how they can apply waste hierarchy principles to reduce single-use materials and disposables.

Implementing a comprehensive waste management programme so that materials are disposed of and managed responsibly.

Ensure there is a programme in place to redistribute sport equipment from the event back into local communities and sports clubs.

Monitoring air quality:

Air quality will be monitored within the arena throughout the event, providing valuable data which will be analysed and utilised by the World athletics Health & Sciences team as part of their broader air quality work.

##### **Equality, Diversity and Inclusion**

Workforce

Using the volunteer programme, around 400 volunteers will be included in the Championships this is an opportunity to engage those new to volunteering and participate in the excitement of the Championships. Volunteers received training provided by Scottish Action for Mental Health and learned the importance of starting conversations around mental health.

At our event by:

Ensuring a certain amount of social impact tickets which can be distributed to those in the local community who may not otherwise experience the event.

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Working with Glasgow Disability Alliance to conduct a third-party accessibility audit to ensure the event is as accessible and inclusive as possible.

In our community by:

Engaging with children and young people who face barriers to participation to support their inclusion in activity.

Access to Sport - Create a health and wellbeing legacy by motivating the local community to be more active through programmes linked to WIC24, such as:

- Developing a new running provision for young people in the East End
- Providing a resource to encourage participation in the Scottish-developed programme, The Daily Mile

Hosting three litter-picking sessions in the East End to promote environmentalism and daily physical activity

#### **The Athletics for a Better World Standard**

The Athletics for a Better World Standard is being used to hold ourselves accountable in each of these areas.

World Athletics developed the Athletics for a Better World (ABW) sustainable event standard to provide a scalable, global standard enabling recognition and providing guidance for all scales of athletics and running events. The levels of achievement will be recognised by World Athletics for their sustainable practices and positive impact, creating a better world. This is part of World Athletics' 2020-2030 Sustainability Strategy.

World Athletics recognises that whilst sporting events are short-term and finite, they present a platform, a springboard, to drive awareness and inspire behavioural change acting as a catalyst for positive change. Event attendees, local communities and the event supply chain can be inspired and educated during an event to create a lasting legacy, leaving a positive impact long after the event has finished.

The World Athletics Indoor Championships Glasgow 24 will be the first event to formally go through the auditing process against the ABW Standard, and we've set our ambitions high.

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#### 9. MOWA INDOOR ATHLETICS HERITAGE EXHIBITION GLASGOW24

The Museum of World Athletics Exhibition (MOWA) at the World Athletics Indoor Championships Glasgow 2024 celebrates over 170 years of indoor track & field Athletics.

The exhibition in the centre of Glasgow is a short walk from official hotels. Open daily from 11am to 6pm, the exhibition features the MOWA's indoor athletics collection of competition artefacts dating from the 1880s to 2023.

The displays contain clothing, shoes, equipment, trophies, and medals donated by more than 30 world champions & record breakers, with supporting video, photographs, and text.

Visitors can even step into the metaverse using Virtual Reality Headsets to explore MOWA's online museum platform.

#### LOCATION

St Enoch Centre (shopping mall), Ground Floor, 55 St Enoch Sq, Glasgow G1 4BW

For further information follow MOWA on Facebook -

<https://www.facebook.com/museumofworldathletics/>

