



INTERNATIONAL OLYMPIC ACADEMY



IOA PREMISES OPERATING & CONDUCT RULES

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In force as of: 1/1/2023

PREMISES' OPERATING HOURS

Premises' Administration Office:	07:00 – 15:00
Cafeteria:	08:00 – 22:00
Restaurant:	Breakfast: 07:30 – 08:30 Lunch: 13:00 – 14:00 Dinner: 20:00 – 21:00
Library:	12:00 – 20:00
Swimming Pool:	12:00 – 20:00
Medical room (Room 125):	Operation is subject to the type of event
IOA main entrance (gate A):	Closes at 02.00 am

*time schedule may change upon request to meet organizer's needs

OPERATING RULES

- Check-in is at 15:00-20:00 and check-out is at 11.00. Guests who need to store their luggage before check-in or after check-out need to communicate with the Premises' Administration Office.
- Guests are expected to keep their key card with them at all times. Loss of a room key card is subject to extra charge.
- Guests are kindly requested to leave their key card in their rooms upon departure.
- Guests are expected to show their accreditation card to enter the premises.
- No person is allowed to enter the premises without permission from the Premises' Administration Office.
- No pets are allowed in the premises.
- Guests will be held responsible for any loss or damage to the IOA premises' properties caused by themselves or any other person for whom they are responsible.
- The IOA bears no responsibility in case of loss or damage of personal belongings, money etc. Guests are advised to leave their valuables to the safety deposit box in the Premises' Administration Office.
- The use of photographs and videos taken in the IOA premises for professional use, commercial purposes or communication and promotion purposes is not allowed without the previous written consent of the IOA.
- Upon arrival guests should park their vehicles in the designated parking space according to the IOA's staff instructions.
- The library is on the 2nd floor of the Conference Centre. No items belonging to the library are to be taken out of the library unless they have been checked out at the Circulation Desk.

- Air conditioners must be operating with closed windows and the temperature must be set between 26 °C to 29°C during summer and 19 °C to 22°C during winter.
- There is a QR code in different spots in the premises (Restaurant, Administrative Offices, Lecture Halls) where guests may download the IOA premises' map.
- For any sport equipment (balls, rackets, etc.) guests may address themselves to the Premises' Administration Office.
- Guests may use the coin-operated laundry machines in the basement of the conference center.
- Covid-19 policy applying at the IOA is subject to Greek regulations at the time of your visit.

RULES OF CONDUCT

- IOA Sessions/Seminars' Participants are expected to be punctual and arrive to the amphitheater at least five (5) minutes prior to the beginning of the lectures, to avoid causing unnecessary delays.
- Mobile phones or any other personal electronic gadgets must be switched to silent mode before entering the amphitheater or the library.
- Making unreasonable noise, loud conversations, loud cell phone calls or playing loud music or video that can distract other library users in the library is not permitted.
- Guests are expected to be properly dressed in the amphitheater, the meeting rooms, the administrative offices, the library, the cafeteria and the restaurant.
- No food and drinks (except water) are allowed in the amphitheater or the library.

ASSEMBLY POINT

- In case of an emergency, i.e. fire, earthquake, etc., the assembly point is the track and field court.