WORKPLAN

KING HARALD'S WORLD GYM FOR LIFE CHALLENGE



OSLOFJORD CONVENTION CENTER VESTFOLD 26.-30. JULY 2017





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Part 1: Administration

1. Foreword

This document has been developed in collaboration between the FIG Gymnastics for All Committee, the FIG Office and the Local Organizing Committee (LOC) of the KING HARALD`S World Gym for Life Challenge in accordance with the following FIG Regulations and rules (as valid in the year of the contest):

- World Gym for Life Challenge Regulations
- FIG Rules for Accreditation
- FIG Media Rules
- FIG Advertising and Publicity Rules
- FIG Medical Rules
- FIG Statutes
- · Guidelines for Head of Delegation
- and subsequent decisions of the FIG Executive Committee and the FIG GfA Committee.

All participation federations commit to respect the FIG Statutes and all FIG rules and regulations.

The official language of the KING HARALD'S World Gym for Life Challenge will be English. Interpretation from and into any other languages must be organized by the delegations.

2. Organizing Committee

The Local Organizing Committee

Norges Gymnastikk og Turnforbund (NGTF)

NGTF President: Kristin Gilbert NGTF Secretary General: Øistein Leren LOC President: Stig Nilssen

LOC Office: Minna Børstad

Telephone Call Center: +47 92 306 237 (open 24/7)

E-mail: post@gymforlife2017.com Website: www.gymogturn.no

President: Stig Nilssen Vice President: Kristin Gilbert Honorary Chairman: Lise Mandal Technical Manager: Torkell S. Seppola Technical Manager: Birgit Iversen Ida Sandholtbråten Volunteer Manager: **Britt Mellegaard** Service Manager: Logistics Manager: Erik Hagen

Information Manager: Veronika Reinhaug

LOC office at Oslofjord Convention Center

All questions during the event can be directed to the **Information desk** in the entrance/exhibition area of the Oslofjord Convention Center.

The LOC office will be located in room "Thor" on the ground floor. The office will be in operation from 10.00-17.00 from 25.- 30.07. The Call Center phone number is: **+47 92 306 237**





3. Fédération Internationale de Gymnastique (FIG)

FIG - Fédération Internationale de Gymnastique

Contact person: Alexandre Cola

Avenue de la Gare 12 A CH-1003 Lausanne Switzerland

Switzerianu

Telephone: +41 21 321 55 10 / Direct: +41 21 321 55 18

E-mail: <u>acola@fig-gymnastics.org</u>

Website: <u>www.fig-gymnastics.com</u>

FIG Gymnastics for All Committee (GfA)

President: Margaret Sikkens Ahlquist

Vice President: Monika Siskova Vice President: Rogerio Valerio Member: Tatsuo Araki

Member: Marco Antonio Bortoleto

Member: Ruedi Steuri

Member: Flemming Knudsen

FIG staff

FIG Deputy Secretary General: Nicolas Buompane FIG Sports Events Manager: Alexandre Cola FIG Communications Manager: Meike Behrensen

FIG office at Oslofjord Convention Center

The FIG office will be located in room "Ørnen" on floor U2.





Part 2: Contest

1. Event program

Monday, 24th July

Optional arrival day for delegates

Tuesday, 25th July - Official arrival day for delegates

15:00 - 22:00 - Open training - will take place in training halls in Stokke and Tønsberg

20:00 - Orientation meeting Head of Delegations and group leaders

Wednesday, 26th July - Contest day 1

09:00 - Head of Delegation meeting

11:00 - Official rehearsal for large groups gymnastics and dance

15:30 - Opening ceremony - doors will close at 15:10

16:00 - Contest large groups gymnastics and dance

20:00 - Norwegian Welcome Evening

Thursday, 27th July - Contest day 2

08:00 - Official rehearsal small groups on or with large apparatus

09:00 - Head of Delegation meeting

11:30 - Official rehearsal large groups on or with large apparatus

12:00 - Show performances in Sandefjord and Tønsberg

16:00 - Contest small groups on or with large apparatus

19:00 - Contest large groups on or with large apparatus

Friday, 28th July - Contest day 3

08:00 - Official rehearsal small groups gymnastics and dance

09:00 - Head of Delegation meeting

12:00 - Show performances in Sandefjord

16:00 - Contest small groups gymnastics and dance

Saturday, 29th July

10:00 - Head of Delegation meeting

10:00 - Workshop Viking Village

14:00 - Rehearsal World Gym for Life Gala

18:00 - World Gym for Life Gala

20:30 - Closing ceremony and party for participants

Sunday, 30th July

Departure of all delegates





2. Venues and halls

2.1 Contest Venue details

The contest will take place in Oslofjord Convention Center.

Oslofjord Convention Center (OCC) Oslofjordveien 9 3159 Melsomvik Norway

Telephone: +47 33 00 20 00 E-mail: post@oslofjord.com

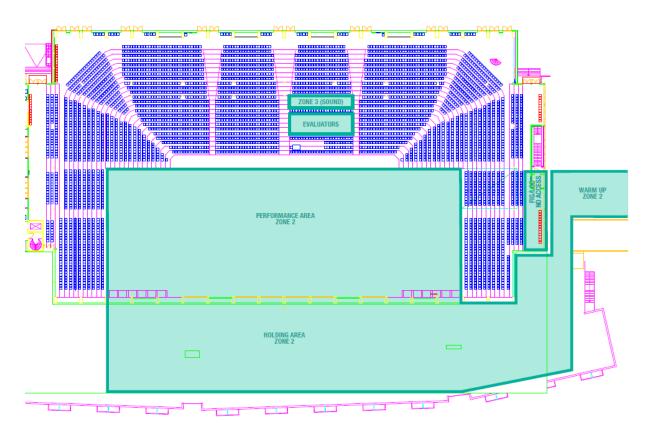
Outside area







Inside arena



2.2 Pre-event training venue details

Open training is not a part of the official program, but groups have been able to pre-register for training on Tuesday 25.07. The training will be offered in 3 different sports halls, and the groups have been notified in advance about their time and place for training. There will be bus transport to the sports halls.





3. Contest Technical Information

3.1 Performance Area

The performance floor area is a wooden surface with the dimensions of 20m x 30m. The maximum performance time is 5 minutes per group.

3.2 Music

Music for each group is downloaded from the Gymnaplana registration system, and checked by the LOC. This is the music that will be played during the contest.

Each group leader is also requested to hand in a spare copy of their music (on a memory stick or CD that is clearly labelled with their group name, nationality and number) at accreditation.

3.3 Access to the Warm-Up Area and Performance Floor

Accreditation is required to access the warm up and performance areas. Access will not be permitted to persons without accreditation card. Access is permitted according to the warm up and performance schedules. Groups can only access the warm up area at the scheduled time. See the rehearsal schedule for time details.

3.4 Medical Assistance

A first aid station is situated in the warm-up area and in the performance area. The LOC also has additional medical staff available. The medical personnel will attend to any injuries that occur whilst participants are in the warm-up or performance area. The medical personnel will not supply additional strapping/replacement bandages etc. for injuries that happened prior to the participant's arrival in the warm-up area. Any further injuries that take place outside of the performance area must be reported to the physiotherapist room/medical care on the ground floor, close to the Information desk.

3.5 Official Rehearsal

Each group will report to the warm-up area for registration 50 minutes before the official rehearsal time.

Groups performing in a "gymnastics and dance category":

- Warm-up 40 minutes (30 minutes are guaranteed time on the warm-up floor)
- Walk to holding area (next to the entrance onto the performance floor) 5 minutes
- Official rehearsal time on performance floor 10 minutes

Groups performing in a "on or with large apparatus category":

- Warm-up 40 minutes (30 minutes are guaranteed time on the warm-up floor)
- Walk to holding area (next to the entrance onto the performance floor) 5 minutes
- Official rehearsal time on performance floor 15 minutes

There will be a crew present to help all groups with the apparatus.





3.6 Contest Procedures

Each group will only be allowed to enter the warm up area 50 minutes before their performance time. The first 10 minutes is allocated to changing into your performance clothing. It will be possible to change in the warm-up tent, but the LOC strongly encourages everyone to change into their performance clothes in their cabin, before coming to the warm-up tent.

Then 30 minutes is provided for body warm-up and preparation. The last 5 minutes will be spent in the holding area – making final checks to apparatus or props. There will be a crew present to help all groups with the apparatus.

Each group will have an area allocated to them where they can leave their bags during their warm-up and performance. The area is indicated by a sign – BAG DROP.

After each group has performed, we suggest that the group gather at the official photography area close to the holding area. Here you will have the possibility to take your group pictures or selfies by our photo-wall. Groups will be expected to leave the warm-up area within 10-15 minutes after the end of their performance time.

3.7 Medal Ceremony Procedures

A medal ceremony will follow straight after the end of each category. Groups must return to the warm-up tent for their medal ceremony when the last group enters the performance floor. Groups should be dressed in their club/group clothing or their performance clothing. Please remember that it will be easier for the audience to remember your performance if you wear your performance clothing.

Groups will be asked to line up in the warm-up tent in the same order as the contest schedule. A sign with the group's name and code will be placed on the floor – and groups will line up behind the sign. The group leader is required to be in front of the group. Groups will be instructed by the floor volunteers as how to march on to the floor. In the back of the performance floor there will be signs with the group's code, and groups are required to line up in front of their sign.

Results are announced in the contest schedule order. As each group's results are announced, the group leader will step forward to receive the medal box and group diploma. Only one person per group will go forward to receive the award. At the end of the ceremony, groups will turn around and leave the arena the same way they came in.

Groups will then be asked to leave the warm-up area immediately, as the groups in the next category will already be in the warm-up tent preparing for their contest.

It is the responsibility of the group leader to make sure that the complete group is present at the medal ceremony in time, in their club/group clothing or their performance clothing.

3.8 Opening Ceremony Information

Date: 26.07.17

Venue: Oslofjord Convention Center

Time: 15.30 -16.00

We are very honored that His Majesty King Harald V of Norway will attend the Opening Ceremony. Due to that it's very important that all participants are seated at 15.10. The doors will be closed, and nobody will be allowed to enter after this time. It's recommended that spectators don't bring any bags or backpacks, because due to security reasons, they will all need to be checked by LOC staff.

There is no march on of participants, and the federations are not required to provide any person to represent their country. All the flags will be presented by the girls from Fredrikstad Turnforening.





3.9 Gala Evening Information

Date: 29.07.17

Venue: Oslofjord Convention Center

Time: 18.00

14 groups will be awarded Gold medals during the Contest. These groups, together with 2 wild card groups, will perform in the Gala Evening. The wild card groups will be informed by the LOC 28.07. after the medal ceremony of the last contest category.

These 16 groups will be required to attend the Gala rehearsal 29.07. from 14.00-17.00. The Gala choreographer will provide each group leader with the schedule of the performances. In addition, each group will be required to learn a short common choreography that all groups will perform at the start of the closing ceremony.

3.10 Closing Ceremony Information

Date: 29.07.17

Venue: Oslofjord Convention Center Time: Straight after the Gala (ca. 20.30)

All the Gala performers will be involved in the Closing Ceremony. These performers will be expected to stay on the performance floor for the duration of the Ceremony. When the Group Champion is announced, one or two members of the winning performance group will step forward to receive the trophy. Thereafter, the winning group will have an opportunity to have photographs taken with the trophy.

After the pictures are taken, the winning group is requested to step back to its original position (or on the side) in order for FIG President to conclude the closing ceremony.

The large trophy needs to be returned to the LOC once all the photos have been taken. The winning group receives a replica of the trophy, but in a smaller version.

3.11 Show Performance Information

Date: 27. + 28.07.17

Venue: Cities of Sandefjord and Tønsberg

Time: 12.00-15.00

Groups participating in the show performances will be transported to the venue from Oslofjord Convention Center by dedicated buses. There is a separate schedule for this.

There will be no dedicated shuttle bus for the return to OCC after the performance. The groups will have to take the normal shuttle bus.

3.12 Workshop Information

Date: 29.07.17

Venue: The beach at Oslofjord Convention Center

Time: 10.00-14.00 Theme: Viking Village

The workshop will give the participants a unique insight into how the fearless Norwegian Vikings lived more than 1000 years ago. To participate you need to have pre-registered and have a voucher. There are 1200 people signed up for the workshop, so we need to divide the participants into 4 groups that will each get one hour in the Viking village. Vouchers, with assigned timeslot, will be handed out at accreditation.





3.13 Norwegian Welcome Evening

Date: 26.07.17

Venue: Oslofjord Convention Center

Time: **20.00 – 21.00**

Theme: Rhythm of the Waves

The Norwegian Welcome Evening is put together by creative director and choreographer Gry Fredriksen. In this show we will see a wide range of Norwegian gymnastics in a journey through Norway's four seasons. We follow four main characters, sailing with a Viking ship over the waves, looking for the rhythm. We'll get a glimpse of Norwegian nature and culture, while we'll have encounters with trolls, winter sport, folk dancers and even experience the national day celebration.

From 19:00-19:50 there is a reception for Head of Delegations and VIPs.

3.14 Orientation Meeting

Tuesday 25.07.17 20.00-21.00 Meeting room: Davids Grilleri U2

Heads of Delegations are required to attend this meeting. Important information about the organization of the event will be given by the LOC and FIG. Coaches of groups are welcome to attend to listen to the information given.

A written summary of the meeting will be put in each nation's mailbox after the meeting.

3.15 Head of Delegation Meetings

The LOC and FIG will hold meetings for Heads of Delegations at the following times:

Wednesday 26.07.17	09.00-10.00	Meeting room Eidsvoll U3
Thursday 27.07.17	09.00-10.00	Meeting room Eidsvoll U3
Friday 28.07.17	09.00-10.00	Meeting room Eidsvoll U3
Saturday 29.07.17	10.00-11.00	Meeting room Eidsvoll U3

4 Official Rehearsal Schedules

Please refer to the information app (WGFLC2017) for the latest updates of the schedule.

5 Official Contest Schedules

Please refer to the information app (WGFLC2017) for the latest updates of the schedule.





Part 3: Operations

1 Transport

1.1 Local transport

Bus shuttles will be provided by the LOC to primarily provide transfers for the WGFLC-participants and officials between the venues and the nearby cities of Tønsberg and Sandefjord (Thursday, Friday, and Saturday). The Accreditation Card is required to get on the bus, and must be shown to the driver. The accreditation does <u>not</u> give participants access to other bus routes in the area.

The LOC will also have dedicated buses for the groups which are performing at the Show Performances. These buses are also included in the Accreditation card. Accompanying persons will be allowed to use the shuttle buses. They have to buy tickets at the stand of the Norwegian Gymnastics Federation. Price per day: NOK 150,-

SHUTTLE BUS GYM FOR LIFE

Thursday and Friday	First bus	Last bus
OCC - Sandefjord	10:10	19:50
Sandefjord OCC	10:30	20:10
	First bus	Last bus
OCC - Tønsberg	10:00	19:40
Tønsberg - OCC	10:20	20:00
Saturday	First bus	Last bus
OCC - Sandefjord	12:10	16:50
Sandefjord OCC	12:30	17:10
	First bus	Last bus
OCC - Tønsberg	12:00	16:40
Tønsberg - OCC	12:20	17:00

Unibuss runs the transportation and will be located with a stand in the main entrance area of the convention center (entrance/exhibition area). They also offer trips/sightseeing, which can be booked directly at the stand.

1.2 Arrival

For arrivals at Gardermoen and Torp Airports, you will be met by representatives from the LOC (wearing blue vests). They will guide you to the correct bus or train.

1.3 Delayed flights

If your group's flight is delayed, please contact the Call Center on the number below and let us know your new arrival time: +47 92 306 237

1.4 Departure

Each delegation will be asked to confirm the departure details of their members on Thursday. More information regarding this will be given at accreditation.





2 Insurance

The Host Federation (NGTF), the LOC and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like. The LOC and the FIG foresee that all participating federations are responsible for making their own arrangements to have the necessary valid insurance coverage against illness, accidents, repatriation and the like for all the members of their delegation. The LOC will verify the insurance at accreditation. The Head of Delegation is responsible for making sure that all groups can show a cover note or a photocopy of the valid policy. Delegates without insurance cover will not be permitted to participate in the World Gym for Life Challenge. The insurance can be organized by the FIG member federations own insurance company or bought in advance or on arrival through the LOC. Price NOK 1000,- per person.

3 Accreditations

Delegates will be accredited upon arrival at Oslofjord Convention Center. Accreditation gives access to various services during the week:

- · Official program
- Local bus transport (excluding airport transfers)
- Entrance to the Opening and Closing Ceremony
- Entrance to the Contest, Show Performances and Workshop
- Discounted entrance price to the World Gym for Life Gala

All accreditation will be done at the Information desk by the entrance to the Oslofjord Convention Center.

The Head of Delegation of each participating country is required to collect the accreditation packages on behalf of their groups and distribute them accordingly. Please note that the accreditation packages will only be issued once the LOC has received the full payment and insurance documentation of each team member. These should be handed in at accreditation.

3.1 Accreditation principles

The accreditation identifies individuals in good standing from FIG affiliated federations participating in the event. It indicates and defines their right to access to the different zones. The contest area, and other access zones, will be accessible only to accredited individuals according to the valid FIG Accreditation Rules. All participant and officials are required to wear their accreditation cards at all times.

Lost or stolen accreditation cards may be replaced at the expense of the card holder (CHF 200,-)

3.2 Accreditation distribution

Accreditations will be distributed based on the nominative registrations to the Head of Delegation. No additional accreditations may be issued without the prior approval of the FIG. Any additional person to the nominative list is considered as a spectator and must buy entry tickets. Accreditations will not be hands out unless all financial, organizational and insurance obligations have been met. Head of Delegation may be accompanied by 1-2 assistants if needed.

The accreditation procedure will be as follows:

- The Head of Delegation accompanied by 1-2 assistants only will go to the Accreditation Centre/Information desk upon arrival to do the accreditation.
- Upon accreditation, Head of Delegation will be requested to:
 - o Bring copies of all receipts for payments and list of booked information
 - o Hand in a proof of the cover note or photocopy of the valid insurance policy
 - o Check the correct names of their complete delegation and count delivered materials
 - Verify the accommodation and meal requirements
 - Make any necessary payments (insurance, accommodation, additional accreditation, etc.) if not fulfilled, any unpaid fees must be fulfilled during accreditation, by credit card.





- Verify the return flight schedules, and make an appointment for check of departure transfer if booked with LOC.
- Provide his/her exact contact information while in Oslofjord Convention Center.
- Hand in back-up of the music for each group (on memory stick), clearly marked with group name, nationality and number.
- Inform the LOC about whom the delegation will use as evaluator during the Gala (may also be handed in later)
- Reconfirm numbers of the participants in the workshop

3.3 Delegation seating

Seats will be available on a first come, first served basis, except for reserved seats for those with VIP-accreditation and seats reserved for spectators with tickets. There will be volunteers in the arena helping you find available seats.

4 Security

To make sure we all get a great event, it's important that we all follow some rules.

It's the Head of Delegation's responsibility to make sure that the whole delegation is familiar with these rules:

- Wear the accreditation card visible at all times
- Smoking is only permitted in designated areas. No smoking in the cabins!
- Please respect that the stove/cooker in the cabins/rooms is not to be used
- No swimming between 23.00 07.00. Please be careful at all times, there will be no lifeguard on duty.
- Cars are not allowed in the gymnastics village there should be no driving to the cabins
- Norwegian law requires it to be quiet outside after 23:00 please no loud music or volleyball/games at the beach or outside the cabins after this hour.
- If any unforeseen events occur (theft, vandalism, violence etc.), please notify the LOC immediately +47 92 306 237. In case of fire, please call 110.

Representatives of the LOC will patrol the gymnastics village every evening and during the night. Please respect the security personnel and follow the instructions they provide!

5 Delegation Boxes and Information App

Delegation mailboxes will be set up in the Information desk. All information regarding the contest, warm-up, training, transport, functions, schedules, as well as FIG and LOC correspondences will be distributed via the delegation mailboxes. Please check the mailbox regularly!

Information will also be distributed and updated through our very own app, called **WGFLC2017**. Please download the app and stay updated at all times.



A "Lost and found" box will be set up in the Info desk, and any lost articles will be placed inside the box.

5 Accommodation

All participants are staying in cabins in the village next to the venue. At arrival each group will be taken to their cabins by representatives from the LOC. Please respect that the stove/cooker in the cabins/rooms is not to be used due to security reasons.





5.1 Check-in procedures

Cabins will be assigned according to the rooming list from the delegations submitted through Gymnaplana. The cabin keys will be distributed to the delegations from the hotel desk at Oslofjord Convention Center. The desk is located in the same area as the Information desk. Cabin keys will not be issued until all the requirements of accreditation have been fulfilled. Lost or stolen key cards must be reported to the OCC immediately, to be blocked and replaced.

5.2 Check-out procedures

The delegations are required to check-out Sunday 30.07. not later than 12:00. The cabins must be left in the same condition as they were upon arrival.

Any damages made to the cabins will be the exclusive responsibility of the delegation concerned.

6 Meals

6.1 Breakfast

Breakfast is delivered to each cabin every day between 06:00-06:30/07:00. Please look outside the door to find it.

6.2 Lunch

Lunch is available for those who have booked in advance and have vouchers:

Tuesday: 12:00-14:00
Wednesday: 12:00-13:30
Rest of the week: 12:00-14:00

Lunch is served in the food court on the ground floor.

6.3 Dinner

Dinner is available for those who have booked in advance and have vouchers:

Monday: 17:00-18:00
Tuesday: 16:30-19:00
Wednesday: 17:00-20:00
Thursday: 17:00-20:00
Friday: 17:00-20:00
Saturday: 16:00-18:00

Dinner is served in the food court on the ground floor.

6.4 Water

Norway has excellent quality tap water, and it's completely safe to drink the water in the cabins, the bathrooms etc.





6.5 Food for sale

There will be several cafes open during the week:

- Cafe Mocca (coffee etc.)
- La Creme (coffee etc.)
- Paradis (candy, ice-cream etc.)
- Oasen (today's dinner will be sold for a limited time period every day)
- Kiosk in the entrance area (hot dogs, toast, soda, coffee, salad etc.)
- Sales stand at the beach if the weather is nice
- Davids Grilleri (possible to buy some food and drinks after VIP dinner is over)

Alcoholic beverages will only be served in Davids Grilleri and in Café Mocca. The legal drinking age in Norway is 18 years, and will be observed for all participants. Please be aware that you might have to show a picture ID.

7 Participants Party - Summer at the beach

There is a participant party that will take place at the beach area after the Gala Evening and Closing Ceremony. Hopefully the weather will be nice, so that all participants get to enjoy the beautiful Norwegian summer night. There will be lots of fun and games, and it will be possible to buy grilled hamburgers and soft drinks at the beach. All participants and officials are invited, and will need to present their accreditation card to attend. At 23:00 it needs to be quiet at the beach, so then we will move the party to the Convention Center.

Heads of Delegations and VIP accreditation holders are invited to a separate function held in the VIP room at OCC 20:45-21:45.

8 Important Contact Numbers

Call Center LOC: + 47 92 306 237

Reception Oslofjord Convention Center: +47 33 002 000

In case of emergency please use the following numbers:

Fire: 110
Police: 112
Ambulance: 113





Part 4: Marketing

1 Media

All media wanting to attend King Harald's World Gym for Life Challenge will need to apply for FIG Accreditation. Please go to the following link to register online:

https://media.fig-gymnastics.com/

Once you have received an e-mail from the FIG confirming successful registration, you will need to report to the Information desk to collect your Media Accreditation Card.

For more information: http://www.gymogturn.no/ world-gym-for-life-challenge-2017/media/

2 Cameras and Video Recordings

All performances will be recorded by the LOC. Personal video cameras and recording will therefore not be allowed in the contest hall (including from the spectator's seating), with the exception of the Host Broadcaster's cameras and other cameras approved by the FIG.

Photography can be taken from the seats in the contest hall, but without flash. In the training hall and warm up hall, delegations are only allowed to take videos of their own team.

The event will be live streamed on Facebook https://www.facebook.com/gymforlife2017

3 Websites, Wi-Fi, Social Media and App

We encourage all our participants to interact with us by using the following sites.

Official website: www.gymforlife2017.com

Facebook: https://www.facebook.com/gymforlife2017

Instagram: @gymforlife2017 (#gfl2017)

Event app: WGFLC2017

During the World Gym for Life Challenge 2017 week, the app WGFLC2017 will be the official communication channel for all participants and spectators.

LOC will post the latest updates and information on this app.

It is very important that all participants downloads this app, preferably

before they come to Norway.

FIG: www.fig-gymnastics.com

FIG Facebook: http://www.facebook.com/fig.gym http://www.twitter.com/officialfig

FIG YouTube: https://www.instagram.com/figymnastics http://www.youtube.com/figchannel

FIG App: FIGymnastics







Access to Wi-Fi:

In order to offer the participants the best possible services, anyone using Wi-Fi from Oslofjord Convention Center must log in with username and password. This is how to do it:

- Connect to the network "Oslofjord Convention Center"
- Type in the password: Oslofjord2017
- You will automatically be forwarded to a log in page
- Fill in your name, e-mail and phone, and click on register
- You will be assigned a username and password. You should remember this if you want to use it on several devices (can be used on up to 5 devices at the same time)
- Click on Log inn/Sign On
- You will now have access to the internet on your device

4 Event Ticketing

Tickets can be bought through www.gymforlife2017.com, or directly on www.ticketmaster.no. Tickets can also be bought at the NGTF-stand in the exhibition area.

All spectators must enter the contest arena through the door on floor 1. There will be no entrance from the ground floor. Doors will be open 30-45 minutes before scheduled starting time.