

Team Leader's Handbook

1. The Team leaders' role according to the *Regulations of the International Linguistics Olympiad*

The Team Leader (TL) shall be a legal adult in both the team's country and the host country, and shall have a level of ability in a common language (usually English) sufficient to allow them to communicate at the Olympiad, and to relay instructions and information to their team members.

The duties of Team Leaders (TLs) include:

- taking care of their students' well-being and good behaviour throughout their entire journey and acting as mediators between them and the organisers during the Olympiad
- representing their National Organisation at the annual meeting of the IOC held during the Olympiad if required
- helping the invigilators, if deemed desirable, during the seating of the contestants before each contest
- assisting the Jury, if need arises, in reading illegible handwriting or, in the most extreme of cases, translating some passages from the scripts
- functioning as invigilators during the team contest.

Team Leaders must not have taken part in the work of the Problem Committee for this Olympiad as members or experts, nor may they be on the Jury.

2. Communication channels

2.1. WhatsApp IOL 2023 Group – you can reach the Organizers or other Team Leaders

[Link to join the group](#)

2.2. Messenger Group – there is a Messenger group where you can reach the Organizers.

2.3. Discord channel – open to ALL participants for informal communication and exchanging contacts.

[Invitation to the Discord channel](#)

After the start of the Olympiad on Friday, 21 July, please use Instant Messaging Apps and NOT email for contacting volunteers or organizers for urgent matters.

3. Arriving in Bulgaria

Upon arrival, the teams will be welcomed by a volunteer at the Sofia Airport Terminal 2, the Arrivals Hall, at the exit right after the Baggage Claim.

Attendees arriving at Terminal 1 or Sofia Central Bus Station will receive personalized instructions by email.

All attendees are grouped in busses in advance and the information is available in RegSy. Keep in mind that delays may occur due to delayed flights.

If it is expected that you'll arrive late in Bansko (so that you can't make it for dinner) sandwiches and water will be provided for you at the airport in Sofia or in the bus.

2.1 A detour to the city of Sofia

If you think there's enough time (more than 3 hours of waiting), you can head for the city. You can go to the centre by metro, bus, or taxi. All stations are at the Sofia Airport Terminal 2. At Sofia Airport Terminal 1 you can either take a bus or a taxi directly to the city centre, or take the shuttle to Terminal 2.

NB: It is your responsibility to be back at the Airport at least 20 min before the departure of you bus.

From the airport to the city centre:

By METRO (recommended):

The metro station at Sofia Airport is located in the eastern part of Terminal 2. You can reach it by following the floor markings in blue at the public area of Terminal 2. Sofia Airport provides free-of-charge transportation between the two terminal buildings. The shuttle bus stops located in front of the terminal buildings are designated by signage and pavement markings.

The ticket for the metro is 1.60 BGN (approx. 0.8 Euros) and you can pay by credit or debit card at the entrance. There are also ticket machines for metro tickets located at Sofia Airport Metro Station. The ticket machines accept Bulgarian banknotes and coins, and one of them accepts credit cards as well.

Metro lines are very regular (approx. every 15 min) and the journey time from Sofia Airport to the city centre is approximately 18 min. [More information here](#)

You can get off at the Serdika Station (спирка Сердика) which is right in the heart of Sofia city centre.

On your way back be careful to take the **M4 metro line going to the Airport** – read the timetables and listen carefully to the announcements in the metro (they always announce where the line goes to).

By BUS:

The ticket for the bus is 1.60 BGN (approx. 0.8 Euros).

At Sofia Airport you can buy tickets for the public transport at the kiosks of Urban Mobility, as well as from a ticket vending machine, installed at Terminal 1 Arrivals public area. The machine works with Bulgarian levs and coins and the issued tickets are valid for both bus lines. You can buy a travel pass by validating a bank card directly on the bus (recommended especially if you plan to use bus rides around the city). Only one passenger can be validated in the vehicle with the bank card. After validating a card more than twice, it becomes a daily card at a price of BGN 4,00 for the entire network.

If you don't have a card or you have not managed to buy a ticket in advance, you can also buy your ticket directly from the driver – it will cost 2.00 BGN and you can pay only in cash in BGN.

E84 and E184 bus routes connect Sofia Airport Terminal 2 and Terminal 1 with city centre (Gen. Gurko Str.).

Both bus routes operate under an all-day timetable. The exact times, including the first and last buses, are published at the [Urban Mobility Center](#). The journey time from the first to the final stops of E84 and E184 bus routes is approximately 35 – 40 minutes.

More information on the buses is available on the site of [Urban Mobility Center](#).

By TAXI:

For your comfort and safety, Sofia Airport recommends the services of the taxi operator OK Supertrans AD as contractual partner of SOF Connect, the concessioner of Sofia Airport. You can request the service at the offices of OK Supertrans in the Arrivals of Terminal 1 and Terminal 2, by phone [+359 2 973 2121](tel:+35929732121) or online on www.oktaxi.net (where you can also find information about the taxi fees).

The floor markings in yellow will lead you to the taxi stand area.

If you travel by taxi, it will take at least 30 min or more since there might be traffic jams. The taxi from the Airport to the city centre should cost approximately 10-15 Euros.

4. Transfer from Sofia Airport to Bansko

- it will take approx. 3–3.5 hours
- a stop is not planned, unless really urgent (if you need anything, contact the volunteer)

5. Arriving in Bansko

Information about Bansko is available at <https://iol2023.linguistics.bg/about-bansko/>

In [RegSy](#) you will have the information about your hotel and room number. The bus from the airport will stop in front of the Gardenia hotel. If this is not your hotel, you will be escorted by a volunteer to your hotel. All three hotels are within 5 min walking distance from each other.

6. Registration

TLs must collect the IDs (passport or a card) of everyone in the team and accompanying observers and check everyone together with a volunteer at the reception.

The keys to your rooms will be given upon check-in at the reception desk, and the volunteer will give the TLs the welcome packages for the whole group.

TLs must sign that they have received the packages and that they have read and will follow the rules in this guide. If you haven't sent the Consent forms of your team by mail, you must give them to the volunteer upon registration.

The welcome package includes a badge, a certificate of participation, and some gifts.

Please, verify the spelling of all names on the badge and the certificates and immediately inform the volunteer if any corrections are needed.

All participants **must wear their badge** the whole time because that's how you'll get access to all events (including meals, contests, etc.).

7. Opening Ceremony, Awards Ceremony and Solutions Presentation

When taking places in the hall, please follow the instructions provided by volunteers.

Participants from one country should sit together.

At the opening ceremony, all countries will be presented with a game whose goal will be to **guess other people's countries:**

- we'll show a short video for each country;
- if you can guess the country, shout out the name after the video;

- if you recognize **your own country** (which should be quite easy), please **remain silent** until the host announces your country;
- when we announce your country, you should get up – you may wave your hands to greet the other participants and hold up your national flag.

Notice on the use of flags during the Awards Ceremony:

When a contestant is announced for a prize, they should go to the stage to receive their diploma and/or medal and prizes. Contestants are encouraged to hold and wave their national flags or team flags on the stage during the awards ceremony.

However, contestants must be instructed to:

- **respect** other contestants from different countries and teams;
- **stand together** and share one flag with contestants from the same country/team;
- **not hold** a flag that is **wider** than the width of the person(s) that are holding the flag (**maximum 90 cm** for one person)

8. The Individual Contest

Food and water will be provided in packages to be collected from the hotel after breakfast and before leaving the hotel on the day of the contest. All contestants may bring individually food and soft drinks as they like. Please, make sure that the food and drinks do not bother other participants (by smell or noise). Open all sparkling drinks and unpack all food before the start of the contest in order to avoid any noise.

We advise that all students leave their mobile phone in the hotel or with their team leader prior the contests. If the students bring their phones and/or other mobile devices, they are required to turn them off and place them visibly on the desk.

Rooms in the school are not air-conditioned. Please, choose clothing wisely and according to the weather forecast.

9. Meeting of the International Organising Committee

The Meeting of the International Organising Committee (IOC) takes place during the Individual Contest. National Organisers¹ of accredited countries, and members of the International Jury discuss any matters concerning the IOL, including appointment and/or (re-)election of International Board members. This meeting is led by the Chair of the Local Organising Committee or their delegate. IOC members who are absent may be represented by team leaders. Each accredited country represented by a full member of the IOC or their representative shall have two votes. Members of the International Jury shall be invited to attend the IOC meeting but shall not have a vote unless invited to do so. Representatives of countries attending as guests shall not be considered full members of the IOC: they may attend the meeting, and speak, but they will have no voting rights unless invited to do so. Other persons in attendance at the Olympiad may be invited to attend the meeting of the IOC under the same rules. Members of the International Jury will remain members of the IOC until the membership of the Jury for the following year is established.

¹ Members of the IOC are (apart from jury members) actually organisations rather than individuals, so IOC business is conducted by individuals acting as representatives of these organisations.

After the IOC meeting, a meeting with potential future hosts is held. A member of the International Board presents the requirements for hosting IOL and a tentative schedule for hosting is discussed.

10. IOL Excursions

Every country will be assigned a bus number (you can check it in RegSy) – you must board your bus on time. Same bus numbers will apply during the whole day. Please, follow strictly the meeting times.

There is a dress code to be followed on entering the Rila Monastery: shorts, sleeveless shirts and flip-flops are NOT allowed. You should also behave appropriately as this is a Holy site. Please, respect our religious and cultural heritage.

As there will be a lot of walking (and dancing) involved, please choose your shoes wisely! Sandals and slippers/flip-flops may not be the best choice 😊

11. Team Contest

The team contest will take place in the hotel rooms of the participants. All TLs are required to invigilate a team from another country. A list of all the rooms assigned for the contest and the distribution of team leaders for invigilation will be available shortly before the contest.

12. General information

12.1. Payments in Bulgaria

Cash is accepted everywhere but only in BGN.

Most places will accept credit/debit cards (Visa, Maestro and Master Card); Diner's Club is not very popular and may be refused at places;

American Express and Travel checks are NOT accepted.

You can withdraw cash from ATMs but always use only ATMs at bank offices (the closest ones are marked on the map inside your badge).

DO NOT use such ATMs (Euronet):



If you want to exchange cash, it's best you do it from EUR or USD.

EUR to BGN exchange rate is fixed by the National Bank of Bulgaria at almost 1 to 2 (1 EUR= 1.9558 BGN).

Look for similar rates at the exchange office that you choose. Bank offices are safe to use. If you go to a private exchange office, be alert and carefully check the exchange rate as you may see something like this: 1 EUR= 1.**1958** BGN
For the current USD to BGN exchange rates check on the Internet. And again be very wary of similar situations.

12.2. Weather and clothing

Expected temperatures: min 14°C (57°F) – max 28°C (82°F)

As Bansko is up in the mountains, a jacket protecting from light wind and rain is a must, as well as a sweater and a pair of closed shoes (trainers, sneakers, etc.).

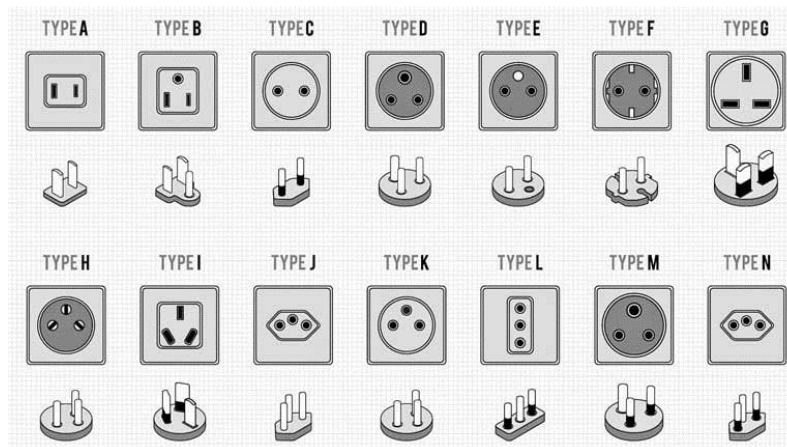
Useful items to bring:

- umbrella/raincoat
- hats/caps/any headwear to protect you from the sun
- sunglasses and sun cream
- insects repellent (there are no life threatening insects but they do bite)
- swimsuits (to be used in the hotel or city pools); Bezbog lake is a UNESCO world heritage site and swimming, bathing or dipping in the lake is **strictly forbidden. The fine is 5 000 BGN.**
- all your regular medicaments that you might need

12.3. Hotel rooms

Bed linens and towels are provided; towels are NOT to be used at the pools or outside the hotel area.

Electric sockets are of the type C/E/F (see picture)



12.4. Internet Access

Wi-Fi Internet access is provided free of charge at the hotels.

You can also buy rather cheap prepaid cards:

- [A1](#): various offers starting from 15BGN for 15GB
- [Vivacom: DATA2GO](#) (approx. 20BGN for 25 000 MB)
- [Yettel](#): various offers starting from 15BGN for 15GB

12.5. Alcohol and Tobacco Laws

The legal drinking age in Bulgaria is 18 years old. Alcohol and tobacco products are NOT sold to persons under 18.

Smoking is prohibited in all closed spaces, but generally unrestricted in open spaces.

Smoking or drinking inside Rila Monastery is strictly forbidden.

All drugs, including light drugs like marijuana, are forbidden. The sanctions range from huge fines to jail time.