

GUIDELINES FOR INTERNATIONAL STUDENT COMPANY FESTIVAL 2023

Official page: <https://jalatvia.lv/iscf>

ADMINISTRATIVE INFORMATION

FORMS TO BE FILLED OUT

In order for the organizing team to have the full information about the delegation, we ask delegation leaders (JA staff, teachers) to **fill out the following forms by the 3rd of April, 2023**:

- Arrival detail registration, available [HERE](#)
- Participant detail registration, available [HERE](#)
- Company detail registration, available [HERE](#)
- Parental consent forms, information on them available [HERE](#)

ARRIVAL AND DEPARTURE

- The transportation from Riga International Airport, Riga Train Station or Riga Coach Station to the hotel will be organized by the Organizing Committee on April 18th by public transport, if it is requested in arrival detail registration form. However, the fees for the transfer are covered by the participants. More about the public transport in Riga: [HERE](#).
- For all arrivals before the provided time schedule on April 18th and after April 20th you are responsible for your own transportation and accommodation.
- **We recommend calling a taxi using the application [Bolt](#)**, this way you will know the fee for the trip before taking it and have a chance to pay by card through the app. The fee for the taxis that are on the spot at the airport varies and you may have to pay anywhere between 15 to 50 EUR for the trip to the hotel.
- **Form to fill out Arrival detail information:** <https://forms.gle/9vh27kDNpUMMvabv9>

REGISTRATION BY ARRIVING

- Participant registration will be at **Bellevue Park Hotel Riga** lobby at JA Latvia Information stand on April 18th from 10:00 to 14:00, accommodation check-in will be taking place at hotels reception.
- Registration order for Student Companies - registration for all team members is made by the Student Companies director.
- Registration for teachers, staff – registration is made individually by each staff member or teacher. However, if you know that your colleague will be arriving after 14:00, let us know, we'll give you their welcome package.
- On registration you will be issued a welcome package for all delegates (one welcome package for one Student Company).
- Welcome package includes a badge with the agenda, information about transfers and useful information concerning the event.
- **Please be sure that the badge is always with you and be aware that timing for transfers is sharp!**

TRANSPORTATION WITHIN RIGA

- All of transfers during the event from April 18th till April 20th are organized according to the agenda from and to activity places.
- All other transfers out of provided time schedule from April 18th till April 20th are your own responsibility.
- Please note that timing of the buses is sharp and we are not responsible for people arriving late to the meeting points.
- **Meeting points for transfers:**
 - at hotel – Bellevue Park hotel's lobby;
 - at competition/trade fair place - JA Latvia Information stand;
 - about other meeting places participants will be informed previously.

ACCOMMODATION

- Participants will be accommodated at the **Bellevue Park Hotel Riga**.
Bellevue Park Hotel Riga
Slokas Str. 1, Riga, Latvia
Phone: [+371 67069000](tel:+37167069000)
www.hotelbellevue.lv

- **Rooms are available from 14:00** the day you arrive. For participants arriving earlier a room is provided to store your luggage at the hotel, for which ask at the hotel's reception. If a room is available earlier, the hotel staff will inform you of this when checking in.
- The costs of any incidental expenses (e.g., telephone calls, additional drinks etc.) are your responsibility and must be paid when checking out at hotels reception.
- We recommend that you do not use telephones provided in the hotel room as charges for these are normally high.
- Check-out on departure day must be not later than 12:00.

MEALS

- All meals are included in the participation fee, from lunch (12:00-13:45) on April 18th till breakfast on April 20th.
- If there are any dietary restrictions, they should be mentioned in the [Participant detail registration form](#).

RESPONSIBILITY/SECURITY

- Latvia is regarded as a safe place. The only thing you should be aware of is that you should not travel alone by night.
- Teachers/advisers are at all-times responsible for their students.
- Guest students will be allowed to act only as observers during the Competition.
- Participants are responsible for damaged property.
- JA Latvia enforces "Zero Tolerance" policy with respect to abuse of drugs and/or alcohol.
- The official accompanying adults are responsible for ensuring that the students abide by this "Zero Tolerance" regulation.
- In the case of unacceptable behavior, the offending students will be immediately disqualified and sent home at their own cost.
- Participants are responsible for their belongings at all times, please do not leave your valuable things in busses, taxi or public places.
- We want you to have a great time during your stay in Latvia, and proper behavior is expected at all the times.
- Please show respect for other people and their property.

TECHNICAL INFORMATION & GUIDELINES

INFORMATION ABOUT STUDENT COMPANY AND STAND

- Form to fill out Company detail information: <https://forms.gle/z1PLsTVdw8MauBmv6>

TRADE FAIR VENUE

The exhibition will take place in the [Domina Shopping](#). You will get there by transport provided by JA Latvia.

Domina Shopping
Ierīku Street 3, Riga, Latvia
domina-shopping.lv/eng

EXHIBITION

- You will set up your stand on April 19th.
- The exhibition is open to public.
- If you choose to have valuable equipment e.g., PCs at your stand, please be aware that you will be fully responsible for their safety. These items are not covered by the insurance provided by JA Latvia. We strongly recommend that any valuable equipment is kept with you at all times.
- Participants will be provided with a room for luggage and other items to keep at the trade fair itself.
- The time set for dismantling the stand is 16:00 – 16:30; the trade fair stand should be emptied by then. Items that need to be thrown out should not be left in the shopping malls trash cans – JA Latvia volunteers will go around the stands to collect all unnecessary items to discard of them.

DRESS CODE

- For first day's informal evening the dress code is casual.
- During the interview at the stand and with the jury, students should wear either business attire or company clothing.
- **Dress code for awards ceremony is semiformal.**

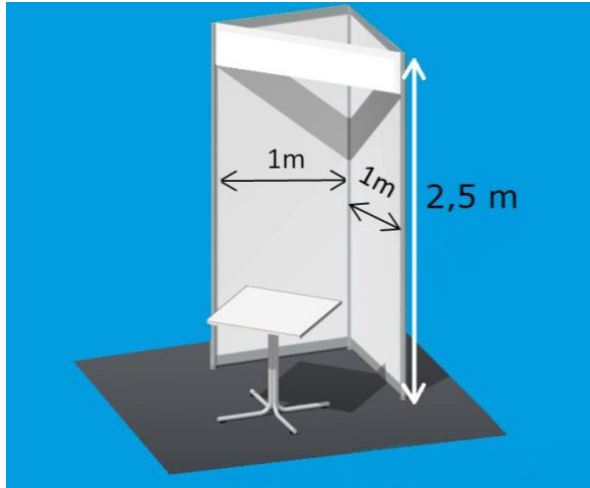
VIDEO COMMERCIAL

- Video of a maximum length of 30 seconds showing the product
- Should be uploaded on Youtube and sent in as a link in the company detail form

STAND INFORMATION:

- Each Enterprise will have walls of 2,5 meters (height) by 1 meter (each of 2 side walls) including table 0.70 x 0.70 meters if requested so in the company detail form.
- Stand's heading (TRADE NAME) consists of stand number, Companies name and country or project name (prepared by JA Latvia).
- Each stand will be provided with 1 corpus. **Those students, who ordered electricity, must bring their own extension cords.**
- Students can use (and should bring with them): Velcro-tape and other fastening and hanging materials.
- **It is not permitted to draw on the walls and floor, to use nails or screws and all stands should be cleaned after use. You may use Blu-tack to place your posters etc.**
- Broken facilities must be replaced on costs of the mini-company presenting at the stand.

TWO EDGED STAND DIMENSIONS



THREE EDGED STAND DIMENSIONS



STAND INTERVIEW WITH PANEL OF JUDGES

This is a very important aspect of the competition since the judges have an opportunity to ask any questions regarding the Company. Judges are likely to probe Company members on their understanding of how and why the Company performed as it did, what general lessons they are able to draw from this and how these lessons might be applied in a new business context. Company members without their Advisers or Link Teachers will be questioned by the panel of judges at the stand.

KEY POINTS ASSESSED BY JUDGES

- Development of personal skills
- Team spirit
- Knowledge and understanding of how businesses function
- Ability to apply learnt lessons to new situations
- Stand evaluation
- Product or service evaluation.

AWARDS

- Best Trade Fair display stand
- Most innovative product
- Socially responsible business
- Best Sales team
- Best video advertisement
- The Best Company of International Student Company festival 2023

ADDITIONAL INFORMATION

LANGUAGE OF THE EVENT IS [ENGLISH](#)

SOCIAL MEDIA

To follow updates on the event, be sure to follow [@JALatvia](#) and tag us in your posts and stories so that we can share them. Please include the #iscfLatvia2022 so that all of our event highlights are found in one place.

WEATHER

One of the myths about Riga and Latvia is that it is extremely cold in winter; too damp and windy in spring and autumn, rainy and cool in summer. All of that may be the case, but certainly not every year. Average yearly temperature is 11°C, but in April it is 10-15°C / 50-59 F. We will update you about the weather prognosis for the event closer to it taking place.

CREDIT CARDS

Use of credit cards is widespread in Riga, Latvia, and they are accepted almost everywhere. MasterCard, Visa, American Express are the most common.

CURRENCY

Money currency in Latvia is Euro.

EMERGENCY NUMBERS

Number of all emergency services in Latvia is 112.

JA Latvia Staff phone numbers will be issued with welcome packs on arrival.

Latvian country code is: +371

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