



## **OBSERVER PROGRAM**

The World Games Organizing Committee will host an Observer Program during the World Games. This program should be developed in consultation with Special Olympics' World Games & Competitions Department. It will provide the Games Organizing Committee (GOC) and Bid Committees for future Special Olympics World Games the opportunity to observe and learn from the organization and operation of the Games. All expenses are the responsibility of the attending participant.

### **OBJECTIVES**

The objectives of the Observer Program are to:

1. Educate future GOCs on World Games planning and operations;
2. Allow future GOC staff to experience a World Games in person; and
3. Share the knowledge of the current GOC staff and Special Olympics, Inc., staff.

### **ATTENDEES**

The Observer Program is designed for:

- Future Special Olympics GOCs;
- Bid Committee members;
- Special Olympics global staff if deemed appropriate by the Regional Managing Director; and
- Staff of other global sporting events such as the Olympics and Paralympics.

In the past, approximately 25 – 50 observers have participated in the program. Participants are extended invitations from Special Olympics with the assistance of the GOC.

Various executive staff and functional area representatives from both the current GOC and Special Olympics also will participate at times during the week. It is also good to involve Global Messengers and leadership from the Special Olympics movement and GOC when appropriate.

### **CONTENT**

The Observer Program should include:

1. Formal invitations to participate from Special Olympics;
2. A formal registration process managed by the GOC;
3. A one-day seminar or series of smaller presentations providing an overview of planning and implementation in key functional areas;
4. Venue tours;
5. An opportunity for private meetings with GOC staff to answer more detailed questions; and
6. An opportunity for private meetings with Special Olympics staff involved with World Games operations.

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**OBSERVER PROGRAM****LOGISTICAL CONSIDERATIONS**

There are several logistical details to consider when planning an Observer Program. Following is a list of things that will need human resources and coordination with Special Olympics:

- Participant list
- Invitation mailing
- Collection of RSVPs
- Credential registration
- Coordination of any “VIP” observer attendees with the Guest Program so they are appropriately serviced
- Visa letters of invitation and visas when required
- Housing
- Ground transportation
- Schedule development
- Correspondence with observers planning to come to Games
- Planning Observer Seminar content
- Securing location for seminar
- Simultaneous translation for seminar
- Translators for venue tours and private meetings
- Servicing and coordinating the observers’ activities during their time at the Games
- Ground transport for observers on venue tours or attending meetings
- Organization of venue tours
- Securing of Opening and Closing Ceremonies tickets for all registered observers.
- Production of an Observer Handbook providing Games information, tips on operations and overviews of functional areas.
- Providing participants with written materials upon request.