

See last page for glossary and room legend

As part of the Quality Management Manual for Competitions, the following terminology/nomenclature will be used to specify the preparation, competition and post-competition days of the overall event from a WorldSkills Member's perspective. "C -7" = "Competition minus 7". This provides consistency across all documentation from year to year plus from internal (i.e. WSI Members) to external (i.e. stakeholders and public).

C -7	C -6	C -5	C -4	C -3	C -2	C -1	C1	C2	C3	C4	C +1	C +2	C +3	
1	2	3	4	5	6	7	8	9	10	11	12	13		
28.09.11	29.09.11	30.09.11	01.10.11	02.10.11	03.10.11	04.10.11	05.10.11	06.10.11	07.10.11	08.10.11	09.10.11	10.10.11		
Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon		
Arrival SMT (TD, CE, DCE)	Arrival E & I		Arrival OD, C, TL, & O/OO			Opening Ceremony	Day 1	Day 2	Day 3	Day 4	Closing Ceremony	Departures		
Preparation							Competition				Post-Competition			

WorldSkills Competition (Competition event as published to Members/stakeholders)

WorldSkills Competition (Competition event as published to the public)

	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100
Wednesday	Arrival 1a – SMT (TD, CE & DCE - Technical Delegates, Chief Experts & Deputy Chief Experts)													
28.09.11														
(C -7)								QAMS Council mtg/WO						

No access to Competition Halls. Accredited access only to WorldSkills Offices.

	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100
Thursday	Arrival 1b – E & I (Experts, Interpreters/translators & Technical Observers)													
29.09.11														
(C -6)							JP mtg/ WSI							
	TC mtg/WSI	SMT (JP, CE, DCE) training/ WSI		Skill Management Plans finalised and submitted to Chair & Vice Chair of the Technical Committee										

No access to Competition Halls. Accredited access only to WorldSkills Offices and WSI meeting rooms.

	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	
Friday														
30.09.11		*New Expert Induction/WSI	Interpreter / translator training/ WSI											
(C -5)			ESR training/TBA		JP mtg/ WSI									
					TD, E, I excursion							Welcome Reception (TD, E, I)		

* New Experts = all experts from new Members & new Experts from existing Members. New Experts must attend the 'New Expert Induction'.

Excursion departs from Competition site. Experts WILL NOT get access to inside ExCeL London unless they are attending the training sessions.

No access to Competition Halls. Accredited access only to some offices and WSI meeting rooms.

Lunch for TD, I & E provided on bus.

	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2130
Saturday	Arrival 2 – OD, TL, C, OO, O (Official Delegates, Team Leaders, Competitors, Official Observers & Observers)													
01.10.11	Skill specific training for Experts by SMT/CS			Competition preparation by Experts as per SMP/CS										
(C -4)						JP mtg/WSI								

No access to Competition Halls. Accredited access only to some offices and WSI meeting rooms.

	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2130
Sunday	Competition preparation by Experts as per Skill Management Plan/CS													
02.10.11	TC mtg/WSI					JP mtg/WSI			BoD mtg/WO					
(C -3)			Competitor - site familiarisation		(OD, C, TL, OO, O) Excursion						Welcome Reception (OD, C, TL, OO, O)			

Competitors arrive on site from 10.30am for site familiarisation before excursion.

Accredited access only to some offices and WSI meeting rooms.

	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2130
Monday	Competition preparation by Experts as per Skill Management Plan/CS													
03.10.11			TL mtg & training/WSI			JP mtg/WSI								
(C -2)								Final inspection (inc. H&S) of competition workshops						
	Familiarisation & preparation of workstations, Health & Safety instructions and check, Fairness & Transparency check													
	SC mtg/WSI	SC mtg/WO	SC mtg/WSI					GA mtg/WSI			BoD mtg/WO			

	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000
Tuesday	Competition preparation by Experts as per Skill Management Plan/CS												
04.10.11	GA mtg/WSI					JP mtg/WSI							
(C -1)								TL mtg/O2			Opening Ceremony/O2		
			One School One Country										

'One School One Country' will depart from Competition Site. Delegates will be on site at GA meeting.

		0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2130	
Wednesday			CC	Competition Day 1/CS								CC	Assessment/CS			
05.10.11				TL mtg/WSI					JP mtg/WSI							
(C1)				*Global Skills Marketplace (conference program)												
				Global Skills Village												
				WorldSkills Competition Halls open to the public at 1030.												

		0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2130	
Thursday			CC	Competition Day 1/CS								CC	Assessment/CS			
06.10.11				TL mtg/WSI					JP mtg/WSI							
(C2)					*WSLF											
				Global Skills Village												
				WorldSkills Competition open to the public												

WSLF (WorldSkills Leaders Forum) – limited capacity – by ticket only

	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2130	
Friday		CC	Competition Day 1/CS									CC	Assessment/CS		
07.10.11				TL mtg/WSI					JP mtg/WSI	WSI Member Orgs mtg/WSI					
(C3)								CD Reception/ TBC	CD Tour/TBC						
		Global Skills Village													
		WorldSkills Competition open to the public													

* Observers with 7 day package.

CD = Corps Diplomatique

	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2130	
Saturday		CC	Competition Day 4/ CS												
08.10.11		(As per Skill Management Plan) WSC2013 Technical Descriptions & Test Projects							Assessment/CS						
(C4)			TL mtg/WSI	JP mtg/WSI		QAMS mtg/WSI			Packing of toolboxes						
		Global Skills Village													
		WorldSkills Competition Halls open to the public													
											BoD mtg/WO				

The Competition Halls close to public at 4.00pm.

	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2130
Sunday					BoD mtg/WO	TC mtg/WSI		GA mtg/WSI						
09.10.11				TL mtg/TBA							Closing Ceremony/O2		Farewell Party/O2	
(C +1)	Finalisation of Competition - WSC2013 Technical Description update, Test Project 2013, CE & DCE elections & QAMS surveys													

CIS closes at 10.00am.

	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	
Monday	Departure													
10.10.11		BoD mtg/TBA		Reception WS London 2011, WSI BoD & Sec										
(C +2)		Secretariat – Competition tidy-up												

WSC2011 opening hours – ExCeL London (Halls, Southern Gallery, Platinum Suites)

The following table indicates the opening hours of the venue for WSC2011. Access is determined by Accreditation.

Time/Day	C -7	C -6	C -5	C -4	C -3	C -2	C -1	C1	C2	C3	C4	C +1	C +2	C +3
0700														
0800	All	All												
0900	All	All												
1000	All	All												
1100	All	All												
1200	All	All												
1300	All	All												
1400	All	All												
1500	All	All												
1600	All	All												
1700	All	All												
1800	All	All												
1900	All	All												
2000	All	All												
2100														
2200														
2300														
2400														

SG = South Gallery rooms, H = Halls, PS = Platinum Suite

Notes:

Media Centre open daily – refer Handbook for details.

Glossary

C = Competitor
CC = Competitor communication with Expert
CD = Corps Diplomatique (diplomatic personnel)
CE = Chief Expert
CIS = Competition Information System
DCE = Deputy Chief Expert
E = Expert
BoD = Board of Directors
GA = General Assembly
JP = Jury President
O = Observer
OD = Official Delegate
OO = Official Observer
QAMS = Quality Assurance Management System
SC = Strategy Committee
SMP = Skill Management Plan
SMT = Skill Management Team
TC = Technical Committee
TD = Technical Delegate
TL = Team Leader
VIP = Very Important Person

Legend of room allocation

CS = Competition site (ExCeL London)
CH = Capital Hall - Competition site restaurant
WSI = WSI meeting room
WO = WorldSkills Offices – South Gallery rooms
P5, P6 & P7 = Platinum Suites rooms 5, 6, 7
O2 = The O2 (Opening & Closing Ceremonies, Farewell Party)

TBA = To Be Advised

Time allocation

Lunch time – 1100-1400 daily or as shown
Happy hour – as shown during Competition
Dinner on site – 1800-2000 or as shown