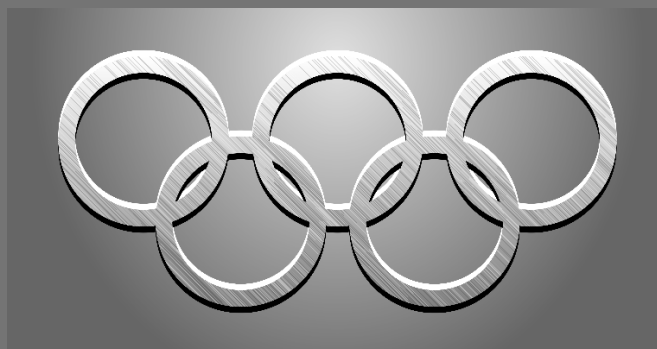


IOC BID SUBMISSION — FORMATTING GUIDELINES

Style guidance for all candidate cities — XXVII Olympiad



Purpose of these guidelines

These guidelines specify the mandatory formatting, structural, and content requirements for bid documents submitted to the International Olympic Committee. The IOC Evaluation Commission reviews thousands of pages of candidate-city documentation each cycle. Consistent formatting allows the Commission to compare bids fairly and to navigate quickly to the sections that matter.

Bid documents that do not comply with these guidelines may be returned to the candidate city for reformatting before substantive review. Compliance is assessed on first-page review by the Documentation Compliance Officer.

Required document structure

The bid document must contain the following sections, in this order:

§	Section title	Word limit	Notes
1	Executive Summary	200 max	First page of body. Must stand alone.
2	Vision and Strategic Rationale	350 max	Why this city, this Games.
3	Government Support and Federal Endorsement	400 max	Letters of support attached as Annex A.
4	Venues	150–200 per venue	One sub-section per venue precinct.
5	Athletes' Village	500 max	Capacity, services, post-Games legacy.
6	Transport and Infrastructure	400 max	Multi-modal coverage required.
7	Sustainability and Legacy	400 max	Environmental commitments. Cross-ref §10.

§	Section title	Word limit	Notes
8	Cultural Programme and Opening Ceremony	300 + runsheet	Runsheets to fit on a single A4 page.
9	Financial Plan	300 + table	Cost summary table required.
10	Governance and Risk Management	Risk register: 8–12 risks	Risk register table required.
A–C	Annexes (letters, modelling, maps)	No limit	Optional but recommended.

Length: Total bid document length should not exceed 40 pages (excluding annexes). Bids exceeding this length will be returned without review.

Page setup

- Page size: A4 portrait (210mm × 297mm)
- Margins: 25.4mm (1 inch) on all sides
- Line spacing: 1.15
- Paragraph spacing: 6pt before, 6pt after
- Page numbers: bottom centre, beginning at the Executive Summary
- Cover page: no page number
- Table of Contents pages: lowercase Roman numerals (i, ii, iii...)
- Body pages: Arabic numerals (1, 2, 3...) — beginning at section 1

Typography

All bid documents must use the following typography. Mixed fonts within a document are not permitted.

Element	Font	Size	Style / Colour
Body text	Calibri	11pt	Black, regular
Heading 1	Calibri	20pt	Navy (#1F3864), bold
Heading 2	Calibri	16pt	Navy (#1F3864), bold
Heading 3	Calibri	13pt	Navy (#1F3864), bold
Heading 4	Calibri	11pt	Navy (#1F3864), bold italic
Captions (table/figure)	Calibri	10pt	Italic, dark grey
Pull quotes	Calibri	13pt	Italic, navy, centred
Footnotes	Calibri	9pt	Black, regular
Tables — header row	Calibri	11pt	White on navy fill, bold
Tables — body	Calibri	10pt	Black on white

Heading styles — apply via Word's Styles pane only

Bid documents must use Word's built-in Heading 1, Heading 2, and Heading 3 styles for all section headings. Manually-formatted headings (bolded paragraph text) will fail compliance review and must be re-applied as styles before resubmission.

Heading numbering

Section headings must use multilevel numbered list formatting:

Level	Format	Example
Heading 1	1, 2, 3...	1. Executive Summary
Heading 2	1.1, 1.2, 1.3...	4.1 Main Stadium
Heading 3	1.1.1, 1.1.2...	4.1.1 Capacity and Configuration

Tables and figures

Every table and figure must have a caption, generated using Word's Insert Caption feature.

Captions must include:

- A sequential reference number (Table 4.1, Figure 4.2, etc.)
- A descriptive title
- A source line if the data is drawn from external sources

Tables must not span more than two pages. Long tables should be split with a continuation header on the second page.

Figures must be embedded as images, not pasted as floating objects.

Required tables

The following tables are mandatory. Bids that omit any of these will be returned without review.

Table 4.1 — Venue Capacity Forecasts

- Columns: Venue, Discipline, Capacity (Olympic), Capacity (legacy)
- Rows: one per venue precinct

Table 5.1 — Athletes' Village Capacity

- Columns: Block, Buildings, Beds, Climate-control specification
- Total row required

Table 8.1 — Opening Ceremony Runsheet

- Columns: Time, Duration, Segment, Lead personnel, Technical notes
- Must fit on a single A4 page in landscape or portrait
- Total ceremony duration: 90 minutes minimum, 180 minutes maximum

Table 9.1 — Cost Summary

- Columns: Category, Cost (AUD), Federal share, NT share, Notes
- Total row required, in shaded fill

Table 10.1 — Risk Register

- Columns: Risk, Likelihood, Consequence, Mitigation, Residual rating
- Minimum 8 risks, maximum 12
- Likelihood and consequence ratings to follow the AS/NZS ISO 31000 framework

Word limits — strictly enforced

Word limits per section are listed in the structure table on page 1. The IOC Documentation Compliance Officer counts words automatically using Word's word count tool. Bids that exceed limits will be returned for trimming.

Accessibility requirements

Bid documents must pass Word's built-in Accessibility Checker before submission. The Checker is found at Review > Check Accessibility.

- All images must have alternative text
- All tables must have a header row marked
- Heading styles must be used in document order (no skipping levels)
- Hyperlinks must use descriptive text, not raw URLs

Submission

Final bid documents are submitted via the IOC City Bid Portal at iocbidportal.olympic.org. The portal accepts:

- Microsoft Word documents (.docx)
- PDF (preferred for final submission — generated from the source Word doc)

The portal has separate submission queues for Summer Games bids and Winter Games bids. Bidders are responsible for ensuring submissions are lodged against the correct competition. Submissions made against the wrong queue cannot be retrospectively reassigned.

Bidder responsibility: The IOC will not refund or reassign mis-submitted bids.

International Olympic Committee • Olympic Games Department • Documentation Compliance Office

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