

FEI PARA EQUESTRIAN FORUM GUIDELINES

The FEI Para Equestrian Forum is held every two years over two days (preferably a weekend) for the Para Equestrian community to discuss specific topics, take part in workshops and to hold a practical session. It is held in a conference centre with an arena either on site or nearby. The FEI Para Equestrian Forum should cater for around 100 people and all areas must be fully accessible.

To help increase the numbers of participants at the Forum, either a Classifier Seminar and/or an Officials Education course can be held in the days prior to the Forum.

The PETC in person meeting should be held on the two days following the FEI Para Equestrian Forum, at the expense of the FEI. A meeting room to accommodate approximately 10 people is required.

Accommodation

The FEI Para Equestrian Forum should be held in a conference centre which also has the possibility to hold a practical Para Dressage/Judging session. As well as a conference room for around 100 people, additional smaller rooms in which to hold workshops are a plus, but are not mandatory.

Preferably, the conference centre will have appropriate hotel rooms available, if not a list of accessible hotels within easy reach must be provided. A variety of accommodation options to meet different budgets is desirable.

Transport

Access by Public Transport is desirable, and a shuttle should be organised to collect attendees from the nearest station. If the accommodation is not on site, a shuttle should be provided, as well as transport between the conference centre and practical arena, if necessary.

Food

Buffet style lunches (to be accessible, seating at tables is recommended) should be provided at the conference centre and a drinks party or dinner should be organised in the first evening for all attending.

Timetable

The FEI and PETC determine the topics and timetable of the FEI Para Equestrian Forum in advance. Two or three guest speakers are invited to lead these topics, and the PETC take charge of the content of the Forum. The FEI also organise the Classifiers Seminar and Judges Seminar.

Costs

At previous Forums a registration fee of EUR160 was charged to each participant of the Forum. A small increase in this fee could be considered if the OC deemed necessary. This fee included

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access to the FEI Para Equestrian Forum, coffee, lunches, dinner on the first evening and pre-determined access (via a shuttle request form) to the shuttle service. All other costs such as travel and accommodation are at the participants own expense.

The FEI covers accommodation, food and travel costs for the Para Equestrian Technical Committee and the speakers who are invited to present at the Forum.