All applications must be filled in electronically and returned to the FEI Veterinary
 Department by email to anne.saez@fei.org by **31 July 2024**

Press Enter to expand the fields if more space is needed for your answers

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| **Application for** |  |
| [ ]  | Testing Veterinarian Transfer & Maintenance Course  | 1 day  |  |
| [ ]   | Level 2 Official Veterinarian Transfer Course | 2 days  | Second day of transfer up course and maintenance course are held together |
| [ ]  | Level 2/3/4 Official Veterinarian Maintenance Course | 1 day  |
| [ ]  | Level 2 EOV & EVT Transfer Course | 1 day |  |
| [ ]  | Level 2/3/4 Endurance Official Veterinarian Maintenance Course | 1 day | Level 2 EOV candidates must attend that course as well  |
| [ ]  | Level 2/3/4 Endurance Veterinary Treatment Officials Maintenance Course | 1 day | Level 2 EVT candidates must attend that course as well |
| [ ]  | Level 3 EOV & EVT Transfer Course | 1 day  |  |

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| **General Information** |
| National Federation |       |
| Contact person for course allocation and finances (name and email) |        |
| Local course organiser, if any (name and email) |        |
| NHV to attend the course and assist with its organisation | [ ]  Yes [ ]  No |
| **Course Details** |
| Course datesAttention, no courses will be accepted in January and February 2025 |        |
| Course venue (name and address) |        |
| Nearest international airport |       |
| Distance from airport to course venue |       |
| Maximum number of participants  |       |
| Number of meeting rooms Attention, 1 meeting room and 1 course director for every 25 participants |       |
| Welcome desk with staff available for information and registration (from the day before until the end of the course) | [ ]  Yes [ ]  No |
| Course language (if not English) |        |
| Interpreter  | [ ]  Yes [ ]  No |
| **Meeting Room(s) and Amenities** |
| Meeting room(s) capacity |       |
| Round tables and chairs that can be moved around | [ ]  Yes [ ]  No |
| Controlled room temperature  | [ ]  Yes [ ]  No |
| Video projector and screen  | [ ]  Yes [ ]  No |
| Loudspeakers for showing videos from computer | [ ]  Yes [ ]  No |
| Technician available the day before and during the course. Please specify | [ ]  Yes [ ]  No [ ]  On site [ ]  On call  |
| Free Wi-Fi connection  | [ ]  Yes [ ]  No |
| Flip chart and markers | [ ]  Yes [ ]  No |
| Notepads and pens for the participants | [ ]  Yes [ ]  No |
| Name badges for the participants  | [ ]  Yes [ ]  No |
| EADCMP sampling kits as per Vet Department’s instructions (preferably expired kits) | [ ]  Yes [ ]  No |
| Bottled water  | [ ]  Yes [ ]  No |
| Additional gifts or souvenirs for the participants.  | [ ]  Yes [ ]  No |
| **Catering and Accommodation** |
| Morning and afternoon breaks(coffee, tea, fruit, sweets) | [ ]  Yes [ ]  No |
| Lunch served on all course days. Please specify  | [ ]  Yes [ ]  No[ ]  Hot [ ]  Cold[ ]  At the venue [ ]  Nearby      |
| Social event. Please specify  | [ ]  Yes [ ]  No      |
| Partner hotel (name and address) |       |
| Star Rating (minimum 3\*) |       |
| Negotiated rates per night |       Single room       Double room |
| Booking code |       |
| Deadline for reservations |        |
| **Finances** |
| Organisation fee (covering the course director’s flight ticket in economy class and fee) | The FEI will invoice an organisation fee to the NF that will comprise the course director’s flight ticket in economy class and CHF 600.- per course day as presentation fee. The total amount will vary based on the number of course days and number of appointed directors.  |
| Suggested participant’s fee (between EUR 150-250 per course or equivalent in local currency, to be confirmed after the closing date of registrations) |       1-day Course      2-day Course |
| Payment of participant’s fee  | [ ]  Cash upon arrival[ ]  PayPal. Please specify: Beneficiary:      [ ]  Banking transfer. Please specify: Beneficiary:       Bank name:       BIC/SWIFT:       IBAN:       |
| Transfer from airport to venue will be arranged for the course director | [ ]  Yes [ ]  No |
| The course director’s accommodation will be covered, on a single occupancy basis, from the day before the course until the day after the course | [ ]  Yes [ ]  No |
| The course director’s meals will be covered for the duration of his/her stay | [ ]  Yes [ ]  No |
| Commercial companies will sponsor the course. If so, please give name(s) and specify requested compensation (logo, stand on site, presentation, etc.) | [ ]  Yes [ ]  No      |
| The NF or the government will contribute to the course | [ ]  Yes [ ]  No |
| A detailed provisional budget is presented with the course application | [ ]  Yes [ ]  No |
| **Comments** |
| Please share any additional comment or concern you may have  |       |

NF Official Representative

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| --- | --- | --- | --- |
| Name |       |  |  |
| Date |       | Stamp and Signature |       |