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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  |

|  |  |
| --- | --- |
| **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 dates  Attention, 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

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