**Organisation of FEI Endurance Forums**

**Application Form**

Please make sure to fill in every field and to have the form signed by an official Representative of your National Federation. All applications must be filled in electronically and returned, by email, to the FEI Endurance Department along with the provisional budget.

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

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| **Application for** |
| Eligible participants (Officials, Athletes, Trainers, NF representatives, etc.) |       |
| Forum In-Person | [ ]  Yes [ ]  No |
| **General Information** |
| National Federation hosting the forum  |       |
| NF contact person for forum allocation and finances  | Name:       Email:       |
| Local Forum organiser | Name:       Email:       |
| Type and date of last forum organised by the NF, and number of participants attending  |            |
| Can you provide Visa support letters for foreign participants? Please specify the countries with entry restrictions | [ ]  Yes [ ]  No      |
| **Forum Details** |
| Proposed dates for the forum |        |
| Forum venue  | Name:       Address:       |
| Nearest international airport |       |
| Distance from airport to forum venue |       |
| Transfer rates from airport to forum venue (train, bus, taxi, etc.) |       |
| Transfer from airport to forum venue will be arranged for the participants. If yes, please specify | [ ]  Yes [ ]  No      |
| Minimum and maximum number of participants  | Minimum:      Maximum:       |
| Welcome desk with staff available for information and registration (from the day before until the end of the forum) | [ ]  Yes [ ]  No |
| Forum language (if not English) Availability of Interpretation Services If yes, please specify the languages |       [ ]  Yes [ ]  No       |
| **Meeting Room(s) and Amenities** |
| Number of meeting rooms |       |
| Meeting room(s) capacity |       |
| Tables and chairs that can be moved around | [ ]  Yes [ ]  No |
| Video projection and screen that enable good visibility for all participants | [ ]  Yes [ ]  No |
| Technician available the day before and during the forum | [ ]  Yes [ ]  No [ ]  On site [ ]  On call  |
| Free Wi-Fi connection  | [ ]  Yes [ ]  No |
| Extension cords for speakers’ and participants’ laptops | [ ]  Yes [ ]  No |
| Flip chart/blackboard and markers | [ ]  Yes [ ]  No |
| Notepads and pens for the participants | [ ]  Yes [ ]  No |
| Name badges for the participants  | [ ]  Yes [ ]  No |
| Bottled water  | [ ]  Yes [ ]  No |
| Availability of additional meeting rooms for workshops or breakout sessions  |       |
| **Catering and Accommodation** |
| Morning and afternoon breaks(coffee, tea, fruits, sweets) | [ ]  Yes [ ]  No |
| Lunches served on all forum days. Please specify | [ ]  Yes [ ]  No[ ]  At the venue [ ]  Nearby      |
| Possibility to organise social eventsPlease specify the type of activity | [ ]  Yes [ ]  No      |
| Partner hotel (name and address) |            |
| Star rating |       |
| Number of rooms |       |
| Negotiated rates per night | Single room       Double room        |
| Booking code |       |
| Deadline for reservations |        |
| **Finances** |
| Suggested participant’s fee (between EUR 150-300)  |        |
| 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 forum venue will be arranged for the Speakers  | [ ]  Yes [ ]  No |
| The Speakers’ accommodation will be covered, on a single occupancy basis, from the day before the forum until the day after the forum | [ ]  Yes [ ]  No |
| The Speakers’ meals will be covered for the duration of their stay | [ ]  Yes [ ]  No |
| Flights for the Speakers will be coveredOther transportation will be covered (taxi, bus, train, etc.) | [ ]  Yes [ ]  No[ ]  Yes [ ]  No |
| Commercial companies will sponsor the forum. 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 forum | [ ]  Yes [ ]  No |
| A detailed provisional budget is presented with the forum application | [ ]  Yes [ ]  No |
| **Comments** |
| Please share any additional comment you may have  |       |

Applicant details

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       |  |  |
| Date |       |  Signature |       |

NF Official Representative

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