**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](mailto:endurance@fei.org) along with the provisional budget.

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

|  |  |
| --- | --- |
| **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 events  Please 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 covered  Other 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 |  |