**Organisation of FEI Courses
Dressage, Para Dressage and Vaulting**

**Application Form**

Please submit one form for each course you wish to host.

All applications must be filled in electronically and returned, by email, to the relevant FEI department by **31 July for the following year** at the latest.

|  |  |  |
| --- | --- | --- |
| **FEI Discipline** | **Name** | **Email Address** |
| Dressage | Mrs Anna Milne | anna.milne@fei.org |
| Para Dressage, Vaulting | Mrs Thya Moritz | thya.moritz@fei.org |

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

|  |
| --- |
| **Application for** |
| Taught functions |       |
| Level of the course  |       |
| Course for promotion | [ ]  Yes [ ]  No |
| Course for maintenance  | [ ]  Yes [ ]  No |
| **General Information** |
| National Federation |       |
| NF contact person for course allocation and finances (name and email) |        |
| Local course organiser (name and email) |        |
| Registration forms to be returned to (name and email) |       |
| Address for sending the course certificates and material |       |
| Type and date of the last course organised by the NF  |       |
| Number of participants in the last course  |       |
| Visa support letters for foreign participants. Please specify the countries with entry restrictions | [ ]  Yes [ ]  No      |
| **Course Details** |
| Course dates  |        |
| Course Directors you would like to see appointed Please refer to the list of Course Directors  |                 |
| Course venue (name and address) |        |
| Nearest international airport |       |
| Distance from airport to course venue |       |
| Transfer rates from airport to course venue (train, bus, taxi, etc.) |       |
| Transfer from airport to venue will be arranged for the participants. If so, please specify | [ ]  Yes [ ]  No      |
| Maximum number of participants  |       |
| Number of meeting rooms |       |
| 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) |        |
| **Meeting Room(s) and Amenities** |
| 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 course. Please specify | [ ]  Yes [ ]  No [ ]  On site [ ]  On call  |
| Free Wi-Fi connection  | [ ]  Yes [ ]  No |
| Extension cords for director’s and participants’ laptops | [ ]  Yes [ ]  No |
| Flip chart and markers | [ ]  Yes [ ]  No |
| Notepads and pens for the participants | [ ]  Yes [ ]  No |
| Name badges for the participants  | [ ]  Yes [ ]  No |
| Bottled water  | [ ]  Yes [ ]  No |
| Additional gifts or souvenirs for the participants. If so, please specify | [ ]  Yes [ ]  No      |
| **Catering and Accommodation** |
| Morning and afternoon breaks(coffee, tea, fruits, sweets) | [ ]  Yes [ ]  No |
| Lunches served on all course days. Please specify  | [ ]  Yes [ ]  No[ ]  At the venue [ ]  Nearby      |
| Social event. 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 150-250 per course/maximum EUR 100 per day) or equivalent in local currency, to be set after the closing date of registrations) |       Steward Course       Judges Course       Technical Delegate Course       Judges and Technical Delegate 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 |       |