**Organisation of Driving Courses**

Please submit one form for each course you intend to host in 2020

All applications must be filled in electronically and returned to the FEI Driving
 Department by email to anna.orgeas@fei.org by **31 July 2020** at the latest

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

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| **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 |       |
| Visa support letters for foreign participants. Please specify the countries with entry restrictions  | [ ]  Yes [ ]  No      |
| **Course Details** |
| Course dates  |        |
| 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 |
| Controlled room temperature  | [ ]  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[ ]  Hot [ ]  Cold[ ]  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 or equivalent in local currency, to be set after the closing date of registrations) | [ ]  Maintenance Course for Judges, Technical Delegates, Course Designers and Stewards (Minimum 1 Day)[ ]  Level 2 Course for Judges (Minimum 2 Days Course)[ ]  Level 3 Course for Judges (Minimum 2,5 Days Course)[ ]  Level 3 Course for Technical Delegates (Minimum 2,5 Days Course)[ ]  Level 2 Course for Course Designers (Minimum 2,5 Days Course)[ ]  Level 3 Course for Course Designers (Minimum 2,5 Days Course)[ ]  Level 2 Course for Stewards (Minimum 2,5 Days Course)[ ]  Level 3 Course for Stewards (Minimum 2,5 Days 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 |       |