**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](mailto: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

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