

## ENDURANCE COURSES - APPLICATION FORM

### Organisation of Endurance Courses

Please submit one form for each course you intend to host in 2025.

All applications must be filled in electronically and returned to the FEI Endurance Department by email to [anna.orgeas@fei.org](mailto:anna.orgeas@fei.org) by **31 July** at the latest

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

Application for	
Course venue (name and address)	
Course for transfer up	<input type="checkbox"/> Level 2 Judges & Stewards (Over 2 Days) <input type="checkbox"/> Level 3 Judges, Technical Delegates & Stewards (Over 2 Days)
Course for maintenance (all functions & levels) – Over 1 Day	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course dates	
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	

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Course Details	
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	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of meeting rooms	
Welcome desk with staff available for information and registration (from the day before until the end of the course)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Meeting Room(s) and Amenities	
Meeting room(s) capacity	
Tables and chairs that can be moved around	<input type="checkbox"/> Yes <input type="checkbox"/> No
Video projection and screen that enable good visibility for all participants	<input type="checkbox"/> Yes <input type="checkbox"/> No
Technician available the day before and during the course. Please specify	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> On site <input type="checkbox"/> On call
Free Wi-Fi connection	<input type="checkbox"/> Yes <input type="checkbox"/> No
Extension cords for director's and participants' laptops	<input type="checkbox"/> Yes <input type="checkbox"/> No
Flip chart and markers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notepads and pens for the participants	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name badges for the participants	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Bottled water	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional gifts or souvenirs for the participants. If so, please specify	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Catering and Accommodation</b>	
Morning and afternoon breaks (coffee, tea, fruits, sweets)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lunches served on all course days. Please specify	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> At the venue <input type="checkbox"/> Nearby
Social event. Please specify the type of activity	<input type="checkbox"/> Yes <input type="checkbox"/> No
Partner hotel (name and address)	
Star rating	
Negotiated rates per night	Single room Double room
<b>Finances</b>	
Suggested participant's fee (between EUR 150-250 per course or equivalent in local currency)	Course Level 2 for Judges & Stewards Course Level 3 for Judges, Stewards & Technical Delegates Maintenance Course for Judges, Technical Delegates and Stewards
Payment of participant's fee	<input type="checkbox"/> Cash upon arrival <input type="checkbox"/> PayPal. Please specify: Beneficiary:

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	<input type="checkbox"/> Banking transfer. Please specify:  Beneficiary:  Bank name:  BIC/SWIFT:  IBAN:
Commercial companies will sponsor the course. If so, please give name(s) and specify requested compensation (logo, stand on site, presentation, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
The NF or the government will contribute to the course	<input type="checkbox"/> Yes <input type="checkbox"/> No
A detailed provisional budget is presented with the course application	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Comments</b>	
Please share any additional comment you may have	

### NF Official Representative

Name \_\_\_\_\_

Date \_\_\_\_\_ Stamp and Signature \_\_\_\_\_