

Minimum Requirements for Organisation of FEI Courses

Communication	
<input type="checkbox"/>	Send application form and provisional budget to the FEI by 31 July
<input type="checkbox"/>	Advertise the course to other NFs once it is allocated by the FEI
<input type="checkbox"/>	Inform the FEI of any change that may affect the organisation of the course
<input type="checkbox"/>	Communicate with and support the participants (visa, queries, directions, etc.)
<input type="checkbox"/>	Arrange a welcome desk with staff available for information and registration (from the day before the course until the last day of the course)
<input type="checkbox"/>	Send group picture to the FEI within 15 days after the completion of the course
Location	
<input type="checkbox"/>	Course venue within a reasonable distance of an international airport
<input type="checkbox"/>	Course venue easily accessible by public transport
Meeting Room and Amenities	
<input type="checkbox"/>	1 meeting room and 1 Course Director for every 25 participants (recommended)
<input type="checkbox"/>	Tables and chairs that can be moved around
<input type="checkbox"/>	Controlled room temperature
<input type="checkbox"/>	Free Wi-Fi connection for all participants
<input type="checkbox"/>	Working audio-visual equipment (video projector, screen, loudspeakers)
<input type="checkbox"/>	Technician available the day before and during the course
<input type="checkbox"/>	Flip chart and markers for course director's use
<input type="checkbox"/>	Notepads and pens for all participants

<input type="checkbox"/>	Name badges for all participants
<input type="checkbox"/>	Extension cords and adapters for Course Director's and participants' laptops
<input type="checkbox"/>	Bottled water
Catering and Accommodation	
<input type="checkbox"/>	Morning and afternoon coffee breaks with refreshments, fruits and sweets
<input type="checkbox"/>	Lunch served to the participants on all course days (at the venue or nearby)
<input type="checkbox"/>	Organisation of a social event for the participants (dinner, sightseeing, etc.)
<input type="checkbox"/>	Negotiation of special rates with a partner hotel
Financial Obligations	
<input type="checkbox"/>	Coverage of the Course Director's accommodation, meals and local transport