**FEI COURSE HOSTING APPLICATION FORM**

**JUMPING 2024**

**Please submit one application form per course type/function/level.**

All Applications must be filled-in electronically and returned by email to [**jumpingofficials@fei.org**](mailto:jumpingofficials@fei.org) before **31 July 2023**.

*Press Enter to expand the fields if more space to write is required.*

|  |  |
| --- | --- |
| **Course Details** | |
| **Course function** (Judge, Steward, or CD) |  |
| **Course type** | Transfer-up  In-person maintenance  **TICK ONLY ONE BOX** |
| **Course Level**  (for transfer-up only) | L1  L2  L3  **TICK ONLY ONE BOX** |
| **Course dates** *(Refer to guidelines on last page)* |  |
| **Expected number of participants**  *(Refer to guidelines on last page)* |  |
| **Course venue**  (name, address, zip and city, country) |  |
| **Nearest international airport** |  |
| **Distance from airport to course venue** |  |
| **Transfer from airport to venue** is arranged for participants. If Yes, please specify. | Yes  No |

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| **General Information** | |
| **National Federation** |  |
| **NF contact person** for course allocation and finances (name, email, phone number) |  |
| **Local course organiser** if other than NF (name, email, phone number) |  |
| **Person to be contacted for Visa** **support,** letters for foreign participants, if required.  (Name and email) |  |
| **Meeting Room(s) and Amenities** | |
| **Number of meeting rooms** |  |
| **Meeting room(s) capacity**  (maximum number of people it can accommodate) |  |
| **Welcome desk with staff / dedicated phone number** available for information and registration | Yes  No |
| **Meeting room tables and chairs** can be arranged as required | Yes  No |
| **Video projection and screen** available | 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 course 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 |
| Any additional articles, including souvenirs, for the participants. If Yes, please specify | Yes  No |
| **Catering and Accommodation** | |
| **Morning and afternoon breaks**  (coffee, tea, fruits, sweets, etc.) | Yes  No |
| **Lunch served on all course days** Please specify at who’s expense | Yes  No  At the venue  Nearby |
| **Social event**. Please specify the type of activity, and on which course day it is planned to take place | Yes  No |
| **Hotel for participants’ accommodation** (name and address) with expected room rates |  |
| **Finances** | |
| **Participant’s course fee to be charged:**  Maximum rate is EUR 100 (or equivalent local currency) per day of the course  *(e.g. the maximum participant’s course fee for a transfer-up course to FEI L1 Steward Jumping can be = EUR 300, as this course requires 3 days, therefore 3 days \* max EUR 100 per day equals EUR 300)* |  |
| **Payment method of participant’s fee** | Cash upon arrival   PayPal. Please specify:   Beneficiary:  Banking transfer. Please specify:  Beneficiary:  Bank name:  BIC/SWIFT:  IBAN: |
| **Course Director(s) airfare** will be covered by the hosting NF | Yes  No |
| **Course Director(s) Transfer from airport to venue** will be arranged. | Yes  No |
| **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 |
| **Course Director(s)** **meals** will be covered for the duration of his/her stay | Yes  No |
| **Will any commercial companies sponsor the course**? If so, please provide name(s) | Yes  No |
| **Will the NF or any government body contribute** towards the course | Yes  No |
| **Is a detailed provisional budget presented with the course application** *(this is a mandatory requirement)* | Yes  No |
| **Comments** | |
| Please share any additional comment or concerns you may have |  |

**NF OFFICIAL REPRESENTATIVE**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  |  |
| Date |  | Stamp and Signature |  |

**APPLICATION GUIDELINES**

**Table 1:**No. of days, no. of Course Directors required and maximum no. of participants allowed per course type

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Number of days of the course** | **Max. number of participants’ allowed** | **Number of course director’s required** |
| Transfer-up to FEI L1 Judge | 4 | 15 | 2 |
| Transfer-up to FEI L2 Judge | 3 | 15 | 2 |
| Transfer-up to FEI L3 Judge | 3 | 15 | 2 |
| In-person maintenance course for FEI Judges Jumping | 1 | 20 | 1 |
| Transfer-up to FEI L1 Steward | 3 | 15 | 1 |
| Transfer-up to FEI L2 Steward | 3  alongside an event | 15 | 2 |
| Transfer-up to FEI L3 Steward | 4 | 15 | 2 |
| In-person maintenance course for FEI Stewards Jumping | 1 | 20 | 1 |
| Transfer-up to FEI L1 CD | 3 | 15 | 2 |
| Transfer-up to FEI L2 CD | 3 | 15 | 2 |
| Transfer-up to FEI L3 CD | 3 | 15 | 2 |
| In-person maintenance course for FEI CDs Jumping | 2 | 20 | 1 |

*In principle, minimum 10 participants required in order for a course to take place.*

**Table 2:**Please enter prospective participant’s details

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| First Name | Family Name | NF | FEI ID (if existent) |
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