**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** before **31 July 2023**.

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

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| **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**

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| 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

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| --- | --- | --- | --- |
| **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 | 3alongside 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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