

## **TO ALL NATIONAL FEDERATIONS**

### **1. Minimum Requirements**

To ensure a greater uniformity of the forums, we have created, in addition to these guidelines, an application form and a provisional budget that summarises the minimum requirements that the NFs must comply with when organising an FEI Forum (see Annexes).

### **2. Forum Application and Allocation**

The NFs will be required to apply for the forum with the application form and the provisional budget. Both should be submitted to [endurance@fei.org](mailto:endurance@fei.org) by 31 March 2025.

The NFs can nominate a Forum Coordinator that will be in charge of preparing the content of the forum (agenda, presentation, coordination with key speakers etc.) alongside the FEI Endurance Department. All of which is to be approved by the FEI.

### **3. Forum Calendar Publication**

The forum will be published on the FEI Calendar as soon as the application form and the budget are validated by the FEI.

#### Participant Registration

The participant registration deadline will be set at least one (1) month before the forum dates. Participants will be registered by their NFs directly in the FEI Calendar. The list of participants will be updated and the forum marked as "Registration closed" as soon as the limit of participants set by the NFs and the FEI Endurance Department is reached.

*Forums with too little attendance may be cancelled.*

The participants will be informed whether the forums are maintained and the participation fee confirmed so they may transfer the amount to the NFs' account and book their flight ticket.

### **4. Forum Options**

FEI Forums are usually organised over 2.5 days but this can be determined depending on the Speakers and the agenda.

### **5. Course Location and Amenities**

Forums should be organised at venues that can ensure easy accessibility (near international airport for example) and accommodation options for all participants. In addition, venues that can offer live/practice sessions with Horses are highly encouraged.

### **6. Finances**

The FEI will cover the travel costs of the Speakers coming from the FEI Headquarters.

The NFs will be responsible for covering the Speakers' accommodation and meals for the duration of their stay.

The NFs will suggest a participation fee, to be set at between EUR 150 - 300 or equivalent in local currency. The participation fee should include the forum material, coffee breaks, lunches and one social event.

If you have any questions regarding the administration of FEI Forums, please contact [endurance@fei.org](mailto:endurance@fei.org).