

TO ALL NATIONAL FEDERATIONS

9 February 2023,

1. Minimum Requirements

To ensure a greater uniformity of the seminars, we have created, in addition of these guidelines, an application form and a provisional budget that summarizes the minimum requirements that the NFs must comply with when organising a FEI seminar (see annexes).

2. Course Application and Allocation

The NFs will be required to apply for the seminar with the application form and the provisional budget. Both should be submitted using the models in annex.

The NFs can suggest the appointment of one or two Course Directors that will be in charge of preparing the content of the seminar (agenda, presentation, etc.). The FEI will choose the final Course Directors and coordinate the content of the seminar with them. The Course Directors/ hosting NF may request the intervention of additional people to assist them on part of the seminar, but it will be at their sole responsibility. Any additional guests/speakers will not be remunerated by the FEI.

3. Course Calendar Publication

The seminar 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 seminar dates. Participants will be registered by their NFs directly in the FEI Calendar. The list of participants will be updated and the seminar marked as "Registration closed" as soon as the limit of participants set by the NFs and the FEI Department is reached.

Seminars with too little attendance may be cancelled.

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

4. Seminar Options

FEI Seminars are usually organised over 2.5 days, from Friday morning to Sunday at noon. Maintenance Courses for Judges or Stewards can be held before or after the Seminar.

5. Course Location and Amenities

Seminars should be organised in facilities appropriate to ensure accessibility (near international airport for example) and accommodation for all participants. In addition, venues that can offer live/practice sessions with horses are highly encouraged.

The NFs will not be responsible for the participants' accommodation but should choose, if possible, a venue near a hotel offering preferential rates.

6. Finances

The FEI will pay their Course Director's fee after the completion of the seminar. The FEI will also support the travel costs of the Course Directors.

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

The NFs will suggest a participation fee, to be set at between EUR 100 - 300 per seminar (max EUR 100 per day) or equivalent in local currency. The participation fee should include the course material, coffee breaks, lunches and one social event.

If you have any questions regarding the administration of FEI Seminars, please contact thya.moritz@fei.org.