**FEI Courses and Seminars Jumping**

**Application Form**

**Please submit one form per course/ seminar requested to host in**

**2020**

All applications must be filled in electronically and returned by email to the relevant FEI Department by **31 July 2019** at the latest.

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| --- | --- | --- |
| **FEI Discipline** | **Name** | **Email Address** |
| Jumping | Mrs Isabel Eckes | [isabel.eckes@fei.org](mailto:isabel.eckes@fei.org) |

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

|  |  |
| --- | --- |
| **Course Details** | |
| Course function name (Judge, Steward, or CD) |  |
| Course type | Promotion Course  Refresher Seminar  L1  L2  L3 |
| Course dates *(please refer to the table for course type and number of days required at the end of this document)* |  |
| Expected number of participants  *(please enter participants details in the list at the end of this document)* |  |
| Course venue (name & address) |  |
| Nearest international airport |  |
| Distance from airport to course venue |  |
| Transfer from airport to venue will be arranged for the participants. (If so, please specify) | Yes  No |
| ***Only for L1 Courses*** - Course language |  |
| **General Information** | |
| National Federation |  |
| NF contact person for course allocation and finances (name & email) |  |
| Local course organiser if other than NF (name & email) |  |
| Participants registration forms to be returned to the NF or organiser (relevant person’s name & email) |  |
| Name and address for sending the course certificates and material |  |
| Visa support letters for foreign participants required. Please specify the countries with entry restrictions | Yes  No |
| **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 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 |
| Additional gifts or souvenirs for the participants. If so, 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** | |
| Advised participant’s fee (maximum EUR 100 per day) or equivalent in local currency; to be set after the closing date of registrations *(e.g. L1 Steward: 3 day x 100 = max. 300 EUR)* |  |
| Payment 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 |
| Transfer from airport to venue will be arranged for the course director(s) | 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 |
| The 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 |
| The NF or the government will contribute to the course | Yes  No |
| A detailed provisional budget is presented with the course application | Yes  No |
| **Comments** | |
| Please share any additional comment or concerns you may have |  |

**NF Official Representative**

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

**Table: No. of days, no. of CD required and max. no. of participants allowed per course type**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Number of days** | **Max. no. of participants’ allowed** | **No. of course director’s needed** |
| FEI L1 Judge | 4 | 15 | 2 |
| FEI L2 Judge | 3 | 15 | 2 |
| FEI L3 Judge | 3 | 15 | 2 |
| FEI Refresher Seminar Judges | 1 | 20 | 1 |
| FEI L1 Steward | 3 | 15 | 1 |
| FEI L2 Steward | 3 | 15 | 2 |
| FEI Refresher Seminar Stewards | 2 | 20 | 1 |
| FEI L1 CD | 6 | 20 | 2 |
| FEI L2 CD | 6 | 20 | 2 |
| FEI L3 CD | 6 | 20 | 2 |
| FEI Refresher Seminar CDs | 3 | 30 | 2 |

*Minimum 10 participants in order for a course to take place*

**Table: Please enter potential participant’s details:**

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