



Checklist for the Overall Organisation of EFNS

July 2014 Version (First edition by Markus Maise in January 2004, then periodically revised by the management board; in red: changes in respect to the previous version)

Preface

This EFNS Checklist serves to help and guide event organisers and association executives through the preparation and realisation of the European Foresters’ competition in Nordic Skiing (EFNS). The essential requirements for each organisational area are given in the form of a bullet point checklist.

From 600 to 1,000 participants can be expected, of which approximately 10 - 20% are guests who do not take part in the competitions. Circa 70% of the competitors take part in the classical race, 60% in the skating race and three quarters in the relay (experience from 2012 EFNS). Almost all participants take part in the opening and closing ceremony evenings, around two thirds in one or both of the excursions and 10% in the seminar evening.

Potential event organisers are recommended to contact the former organisers and association executives to discuss requirements and experiences, before developing their application plan. (see contact details on www.efns.eu). In parallel, the former event organisers will be required to pass on their experiences to the future organisers when requested. The last 5 EFNS took place in the following locations:

- 2014: Kontiolahti (Finland)
- 2013: Delnice (Croatia)
- 2012: Todtnau (Germany)
- 2011: Östersund (Sweden)
- 2010: Ramsau (Austria)

Important Note: The EFNS management board accepts no responsibility for the thoroughness of the checklist. It is the duty of the organiser to implement all required measures for the event. The experiences gained can vary greatly from one occasion to the next. The annual autumn meeting before the event serves a.o. to review whether the preparation is successfully progressing.

Abbreviations

- S International Board for EFNS association guidelines
- GO Association rules of operation
- SWO Sport and competition rules
- VO Selection rules
- IK International Board for European Foresters’ competition in Nordic Skiing
- OK Local Board
- TD Technical delegate

		r*	responsible**	deadline**
2.	Framework organisation			
	<ul style="list-style-type: none"> ○ Initiators to establish contact with governing authorities, politicians, communities, associations, clubs etc. in order to create a steering board and support for the EFNS – Create Steering board (forestry organisations such as forestry administration, forestry industry, forestry colleges, forest owner organisations etc. as well as organisations from the wood industries, tourisms and sport organisations). – Application to the EFNS Presidents by the annual autumn 			

	r*	responsible**	deadline**
<p>meeting, about 3 ½ years before the competition date (Application letter together with completed form “Applicant Statement“)</p> <ul style="list-style-type: none"> – Applicant presentation with following award decision at the committee meeting 3 years before the competition date – Establish an Organisation Committee (2.1 SWO), at least 1-2 years before the competition year, with representatives from the local forestry administration, forestry organisations, local sport associations, political community, tourism organisations, resort management, responsables for timekeeping, result steward, route, shooting range, finances and supporting programme – Identify a patron – Create a letter template (layout) – Establish Competition Committee (2.2 SWO) – Prepare and manage the annual autumn meeting with timely collaboration with the IK management board (see point 14). – Time plan / Programme plan (3 and 3.5 SWO: Mandatory submission at the annual autumn meeting in the year prior to the event). The EFNS Week Programme should last 7 days and comprise of the following content (duration and content is compulsory, order is not; begin on Sunday or Monday, end on Saturday or Sunday): <ul style="list-style-type: none"> ○ Arrival day ○ Opening and closing ceremony, flag exchange ○ Two excursion days with evening programme (forestry/sport) ○ Team leaders’ meeting and committee meeting on the training day ○ Half day skiing and shooting training ○ Classic and skating individuals race with award ceremony ○ Relay race with award ceremony ○ Departure day – The standard programme according to point 3.5 SWO should look for example like the following: <ul style="list-style-type: none"> ○ Saturday/Sunday: Arrival, welcome participants generally in the information office ○ Monday: Excursion ○ Tuesday: skiing and shooting training, team leaders’ meeting and committee meeting, opening ceremony ○ Wednesday: individual races, seminar evening ○ Thursday: Excursion ○ Friday: Relay race/award ceremony/ closing ceremony ○ Saturday/Sunday: departure – The programme should include, when possible, an additional transregional important cross country skiing event (e.g. ski marathon). – Request for Proposal (3.2 and 3.4 SWO; German and English; see current document as an example at http://www.efns.eu): In the year before the EFNS event submit the <u>proposal draft</u> in due time before the autumn meeting to the management board and present it then at the autumn meeting (incl. timetable for 			

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<p>local transport, recommendation to take out a travel cancellation insurance, notice of disclaimer in line with the text suggestion in APPENDIX 1)</p> <ul style="list-style-type: none"> – Cost and financing plan (VO, §5 GO: Mandatory submission at the annual autumn meeting) – Personnel plan: Define managers for accommodation, supporting programme, competitions, detailed finance plan with defined personnel requirements – Expenses guideline for OK members and volunteers – Define registration deadline / payment deadline (consider 3 week rule) – Use the official EFNS logo with the main sponsor (currently STIHL) on all written communications including emails. – Initiate sponsoring package – Welcome introduction at the opening ceremony by forestry associations /community – Committee’s office (incl. Information office): determine the location of the committee office (before and during the competition week) – Personal and technical equipment (tel., fax, Internet, copy machine, office supplies) – Signage (information and competition office, opening and closing ceremonies, competition grounds, departure locations for excursions and transfers) – Official languages: German, English and respective native language (3.2.1 SWO) – Competition (competition office, competition rules, route plan, route profile) – Supporting programme (excursions for full and half days, topic and speakers for seminar evening, programme for the closing ceremony evening) – Detailed budget – Bank details: establish an EFNS bank account (an additional donations account is advisable) – Proof of a third party liability insurance for the event organizers (2.1 SWO) – Accident insurance for volunteers – Gift/documentation for participants (presented in environmentally-friendly bags at the beginning of the event) <ul style="list-style-type: none"> ○ Competitors: <ul style="list-style-type: none"> ▪ Participant badge according to point 3.4 SWO ▪ 1 gift (e.g. mascot, ski bag, small rucksack, skiing hat, T-shirt etc.) ▪ Start number for individual races ○ All participants (incl. guests): <ul style="list-style-type: none"> ▪ Laminated accreditation card to hang around neck (incl. all booked events, 1st and 2nd shooting training and overview plan of the competition area, cf. APPEN- 	x		

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<p>DIX 4)</p> <ul style="list-style-type: none"> ▪ regional map ▪ updated participant information (supporting programme, competition) <p>– Participants from non-Schengen states (e.g. Belarus) usually require an official, written invitation to the annual autumn meeting and the competition from the organisers, in order to correctly apply for a Visa.</p>			
<p>3. Financing (without sponsoring)</p> <ul style="list-style-type: none"> – <u>Note:</u> <ul style="list-style-type: none"> ○ Without sponsoring the steering board will have to cover remaining costs totalling between € 30,000 and € 100,000. ○ The income from the accommodation costs should be at least € 200,000 (600 participants X 6 nights with half board X € 60). – Define the entry fee (3.1 SWO: Association decides on the value). Current entry feest: <ul style="list-style-type: none"> ○ Adults individual race: One race €33, two races €38, third race is free ○ Accompanying partner and youth €20 ○ School children free – Define the basic fee for competitors and accompanying persons (currently €10, children free) – For participants under the age of 25years (U25) the entry fees and basic fee will be covered by the IK, when the OK covers the closing ceremony evening costs for this age group of participants. (Promotion of young participants). – Define the fees for supporting programme (Excursions: €10 – 50; Closing ceremony evening: incl. food circa. €30, excl food circa. €10; reductions for children) – Cancellation conditions in proposal (no repayment from OK) – Subsidies from governing authorities and sponsors – Apply for subsidy from EFNS Committee if required (e.g. for participants with low income) – Search separate sponsors for OK and IK (Usage of EFNS sponsor package) <ul style="list-style-type: none"> ○ Max. 3 main sponsors for the IK (appropriate sponsors from forestry machinery companies and wood industries etc.; contract according to 3.1.2 SWO) with an annual sponsoring total sum of at least €5,000. ○ Sponsors for the OK: sponsors as above, local sponsors (banks, businesses, sports article manufacturers, private etc.), where the OK sponsors may not be in competition with the IK main sponsors. The OK should coordinate its sponsorship with those for the IK. – Donations of money and articles, vouchers – Volunteering (from forestry associations and clubs etc.) – Bank transfer forms and donation receipts – Thank you letter to sponsors – Advertisement for sponsors (invitation letter, sponsor's competition class, competition location, start number, start list, results 			

		r*	responsible**	deadline**																								
	<p>list, press services)</p> <ul style="list-style-type: none"> The event organisers are recommended to observe the following fee structure for children and youths and to include these in their proposal (the above detailed agreement for U25 remains valid): <table border="1"> <thead> <tr> <th>Fee for</th> <th>Young children who complete up to their 6th year in the year of the EFNS competition (become 6 years old)</th> <th>School children, who complete their 7th year in the year of the EFNS competition up to children who complete their 15th year in the year of the EFNS competition (become 15years old)</th> <th>Youths, who complete their 16th year in the year of the EFNS competition up to juniors, who complete their 20th year in the year of the EFNS competition (become 20 years old)</th> </tr> </thead> <tbody> <tr> <td>Basic fee</td> <td>none</td> <td>none</td> <td>100 %</td> </tr> <tr> <td>Entry fee</td> <td>none</td> <td>none</td> <td>Family tariff (even if no registered family member)</td> </tr> <tr> <td>Excursions</td> <td>none</td> <td>max. 50 %</td> <td>100 %</td> </tr> <tr> <td>Closing ceremony evening excl meal</td> <td>none</td> <td>max. 50 %</td> <td>100 %</td> </tr> <tr> <td>Closing ceremony evening incl meal</td> <td>max. 30 %</td> <td>max. 50 %</td> <td>100 %</td> </tr> </tbody> </table>	Fee for	Young children who complete up to their 6th year in the year of the EFNS competition (become 6 years old)	School children, who complete their 7th year in the year of the EFNS competition up to children who complete their 15th year in the year of the EFNS competition (become 15years old)	Youths, who complete their 16th year in the year of the EFNS competition up to juniors , who complete their 20th year in the year of the EFNS competition (become 20 years old)	Basic fee	none	none	100 %	Entry fee	none	none	Family tariff (even if no registered family member)	Excursions	none	max. 50 %	100 %	Closing ceremony evening excl meal	none	max. 50 %	100 %	Closing ceremony evening incl meal	max. 30 %	max. 50 %	100 %			
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4.	<p>Press relations</p> <ul style="list-style-type: none"> Coordination of press relations with those of the OK and IK. Advertisements for event in the region Information in advance Poster printing Notices in local and regional press Trade press Associations Governing authorities Radio TV Press officer: Media information before, during and after completion of the races using the official EFNS logo with main sponsor (download from the website http://www.efns.eu). 	x																										
5.	<p>Contribution payment</p> <p>8 weeks after the event to the association (§ 5 Abs. 3 GO)</p> <p>A contribution to the income, currently to the value of €5 per participant, who has completed their 16th year during the year of the EFNS, is to be paid to the association (see point 3.1 SWO). In the case that the budgetary situation requires it, the contribution from 2015 onwards may be increased from €5 to €10.</p>																											
6.	<p>Registration and drawing of the bib numbers</p> <p>The registration is made at www.efns.eu with the software from the IK EFNS, the drawing of the bib numbers is made by the OK software system.</p>																											

		r*	responsible**	deadline**
7. Information office	<ul style="list-style-type: none"> – Easy to reach, central location – Telephone number, opening hours and location in the proposal and on the laminated participant cards – Distribution of the participant documentation (participant bags) on arrival day – Basic fixtures: suitable room / tables / chairs / shelves – Suitable IT equipment with access to the current basic participant information – Telephone / fax machines / copy machine / Internet access – Information boards / compartments for team captains – Staff for updating registrations (incl. paying office) – Placards for the start lists – Opening hours: first opening one day before the official arrival day, minimum daily opening of 3hrs. 			
8. Competition office	<ul style="list-style-type: none"> – In start/finish area – Telephone number, opening hours and location in the proposal and on the laminated participant cards – Basic fixtures as above / suitable IT equipment (incl. Internet access) / telephone / fax machines / copy machine – Display for the start lists and provisional results in start/finish area – Opening hours: 1hr before until 1hr after the races 			
9. Arrival/departure	<ul style="list-style-type: none"> – Transfer from airport / train station to the accommodation and back – Include public transport in the event location – Organise special bus shuttles depending on the local circumstances – Costs (aim for an all-inclusive price for the whole week) 	x		
10. Accommodation	<ul style="list-style-type: none"> – Ideally organisation via the local accommodation office / tourism board. Aim: concentration of team members in one area. – Selection of accommodation when possible with ski store room / waxing possibilities – Room for team talks – Categories of accommodation and prices (4 SWO: reasonably priced): Diverse selection, usually half board (hotels, guest-house, group accommodation, holiday apartments, private rooms, "EFNS-Family" (B&B)), that fulfil the following requirements: <ul style="list-style-type: none"> ○ Easy to reach with public transport ○ Central location (short transfer times) ○ Sufficient parking spaces ○ Sufficient large ski store rooms / waxing room ○ Dormitory up to 4 star hotels ○ Price range (half board and double room): 			

		r*	responsible**	deadline**
	<p>€30 – €100 per person</p> <ul style="list-style-type: none"> – Reservation of a minimum number of beds by the OK (valid until a certain date) – As a general rule, the reservation should be made by the team leader – Accommodation confirmation after receiving a binding reservation to be sent to the participant / team leader – Payment: In advance or on site (usually directly at the accommodation) – Transfer service to the excursion meeting points / events / races as required 			
11.	<p>Training and competitions</p> <p>See sport and competition rules.</p> <p>Additional important points:</p> <ul style="list-style-type: none"> – Special shooting training for beginners on 3 shooting ranges. – Sufficient ammunition for training (2 x 5 bullets per participant plus reserve for beginners' course) and competition (5 bullets per participant and individual race). Control of the firing in training by punching a hole in the participant card. – Special registration form for the relay competitors – Creation of a platform for extra relay competitors without team – Start numbers for individual races (event organiser) / relay race (association): Start numbers for individual races (made of paper or material; with logos of the local sponsors) will be newly made by the local OK for each event. The start numbers for the relay belong to the IK and must be handed in after the race. The numbers for classical and skating races should be different colours to avoid the risk of confusion e.g. black and blue. – Start list for individual races in classical and skating / relay race – Result list for individual and relay races (check provisional results list well and display in the start/finish area where clearly visible) – Space for team leaders' meeting – Team hut or communal tent near the start line (incl. waxing facilities with several power points) – Car parking (snow removal) – Waxing service (company) – Transport vehicles (helpers and equipment) – Competition grounds – Support staff – Stadium announcer, experienced and knowledgeable of EFNS, multilingual – Time keeping and evaluation only by experienced teams – Double time keeping – Toilets – Shower facilities – Refreshment stands for competitors, support staff and spectators – Biathlon rifle (safe storage, dry storage, transport, warm-up 	x		

		r*	responsible**	deadline**
	<p>shooting, cleaning; 20 association rifles, of which 3 for left-handed participants is sufficient)</p> <ul style="list-style-type: none"> – Aid group (emergency services, paramedics or mountain rescue; each equipped with a.o. a defibrillator and snowmobile) – Following the relay races allow time and space for participants to socialise amongst each other (Festival of nations). – Award ceremony see point 13. 			
12.	<p>Excursions/Workshops</p> <ul style="list-style-type: none"> – Specialist excursions or workshops (emphasis on nationally and regionally typical forestry topics) – Include tourism / cultural activities – Plan at least one skiing activity (cross-country skiing, snowshoe walk, tour) – Offer at least one low-priced activity (approx. €10) – Record excursions/workshops together with other booked services on the participant card – Transport: <ul style="list-style-type: none"> ○ Collect offers / award business / decline ○ Use team buses (for an appropriate cost) – Departure location: <ul style="list-style-type: none"> ○ Personnel to direct the excursion buses ○ Car parking for the participants ○ Bus parking spaces, signposting for buses ○ Driving route (bridge heights etc, snow removal, turning places, circular route ...) – Number/duration: On the 1st and 2nd excursion day 5 excursions each for 4-8hours, specify departure and return times (meal times in accommodation, take note of driving distances; latest return of 17.00; min. 2 half-day excursions) – Excursion material: <ul style="list-style-type: none"> ○ Multilingual according to the nationality of the participants ○ Basic information about the local forestry commission ○ General information about the driving route/region/landscape ○ Brief specific information about the excursion content – Excursion guide (when possible a local guide for each excursion group): <ul style="list-style-type: none"> ○ Multilingual (English, German, possibly French or other languages) according to the nationality of the participants, concentrate these on specific buses ○ Participant register per excursion ○ Consider megaphone – Lunch: <ul style="list-style-type: none"> ○ Offer regional specialities, when possible one excursion should offer catering prepared over an open forest grill ○ Limit costs for food and drinks, attempt to win one sponsor for a whole excursion. 			
13.	<p>Other supporting events</p> <ul style="list-style-type: none"> - Organise standing reception for the competitions (VIPs, 			

	r*	responsible**	deadline**
<p>sponsors etc.)</p> <ul style="list-style-type: none"> - Organise meeting point near the competition office (recommended) - Portable flags and/or signs from the participating nations for the opening and closing ceremonies. - Opening ceremony <ul style="list-style-type: none"> o Plan programme / checklists o EFNS flag, host country flag, flags from the participating nations o Flag poles with flags from the participating nations o Podium for speaker / barriers o Loudspeaker system o Parade/short introduction of all participating nations o Musical / cultural accompaniment o Invitation for special guests, sponsors and press - Seminar evening (Content is mainly a forestry and wood industry topic, but also touristic, sport and cultural; with representatives from the forestry and wood industries, tourism and culture.) <ul style="list-style-type: none"> o Speaker and topic o Location and time o Technical equipment for the speakers o Loudspeaker system, headphones o Multilingual seminar documentation o Translator/simultaneous translator (discussion) - Opportunity for future event organiser applicants to present - Provide sales stands for suppliers of outdoor clothing, hunting equipment and sport articles for a fee. The sponsor contract is valid for sponsors. - Combine with an important external cross country skiing event (open to all) before or after the EFNS week (3.5 SWO) - Award ceremony: <ul style="list-style-type: none"> o In general award ceremonies should take place during the closing evening, award ceremony for individual races possible directly after the races, at least in German and English. o Ranking announcement: Honour the first 6 men and women of the same age category on the stage together (the first three of each on the podium); with musical accompaniment. o Prizes and gifts (3.4 SWO): Medals for the first 3 racers, certificate and gift prize for the first 6 racers per category. Special prizes are recommended for the fastest competitor per day. A draw with additional gifts can be made for all participants. o Appoint a presenter o Host country flag o Flags from the participating nations o Loudspeaker system o Podium with presentation space for the sponsors on the back wall 	<p>X</p> <p>X</p>		

	r*	responsible**	deadline**
<ul style="list-style-type: none"> ○ Include sponsors and special guests in the award ceremony (presentation of the main sponsor) ○ Musical / cultural accompaniment (horn blowers, traditional folk dance etc.) sport stars - Closing evening with prior awards ceremony <ul style="list-style-type: none"> ○ Event location (hall/room/tent) for 800-1000 participants ○ Invitation of special guests ○ Personnel for setting up and dismantling, facility manager ○ Award ceremony ○ Closing speeches (OK and EFNS president) ○ EFNS flag exchange ○ Food and drink (Option 1: Evening meal in the accommodation and free choice of light meal during the closing evening, Option 2: Common dinner during the closing evening) ○ Service personnel ○ Decoration ○ Musical / cultural programme ○ Dance music / Dance ○ Tombola with prizes ○ Entrance tickets ○ Security staff ○ Acquire necessary authorisations / permits ○ Room/tent rental ○ Transfers to accommodation ○ Hall cleaning 			
<p>14. Annual autumn meeting</p> <ul style="list-style-type: none"> - Create invitation in German and English according to the text suggestion in APPENDIX 2 and send to the team leaders via the IK communication responsible. Required information: <ul style="list-style-type: none"> ○ Time period: Usually end of September (Friday to Sunday). ○ Programme: Board meeting and evening meal on Friday afternoon or evening, annual autumn meeting with subsequent inspection tour and evening programme on Saturday, departure on Sunday, morning skiing on Saturday and Sunday. ○ Meeting and accommodation location (with arrival instructions) ○ Costs for the meeting participants (half board) ○ IK contribution to the travel costs for the team leaders' and board members (currently €200 per person, €100 each for travel and accommodation/catering) ○ Services provided by the event organisers for the participants (e.g. transportation, coffee break, lunch and tourist attractions during the inspection tour on Saturday, as well as drinks and cultural programme during the evening meal). ○ Possible programme for guests (dependant on the number of guests) 		OK	4 weeks prior

		r*	responsible**	deadline**
	○ Location and deadline for registration			
15.	<p>Team leaders' meeting and members' meeting of 3 hours in total after training on the training day (3.5 SWO)</p> <ul style="list-style-type: none"> – Team leaders' meeting: Lead by the OK head, introduction of the Chief of Competition head, creation of the competition jury, distribute a written summary of the presented information (2.3 SWO) – Members' meeting to follow the team leaders' meeting: Lead by the EFNS Presidents – Determine the dates – Determine the location (Important: short transfers) – Room size (min. 50 seats, members' meeting: + 5 seats for guests from the following event organisers) – Refreshments – Technical equipment (projector and screen, DVD player as required) – IK together with OK to create invitation in German and English according to the text suggestion in APPENDIX 3 – Send invitation via the IK communication responsible 		IK IK comms	4 weeks prior
16.	<p>Board meeting</p> <ul style="list-style-type: none"> - Create and send the invitation by the managing director upon consultation with the IK President. - 1 board meeting each in summer and before the annual autumn meeting and members' meeting. 		managing director IK	4 weeks prior
17.	<p>Internal conclusion from the event organiser</p> <ul style="list-style-type: none"> - Concluding experience exchange and report of experiences following the template of the TD Report - Final settlement with multiple copies to be provided to the association board - Closing celebration for the helpers (important). 	x		

* r: recommended (all others are obligatory)

** to be completed by the event organiser

APPENDIX

APPENDIX 1: Text suggestion for liability disclaimer (Example from EFNS 2012)

APPENDIX 2: Text suggestion for invitation to the annual autumn meeting

APPENDIX 3: Text suggestion for invitation to the team leaders' meeting and members' meeting

APPENDIX 4: Laminated accreditation card to hang around neck

APPENDIX 1: Text suggestion for liability disclaimer (Example from EFNS 2012)

With the registration to the EFNS the participant waives the right to raise a claim of requirements of any kind against the International Committee of the European Foresters' competition in Nordic Skiing (IK-EFNS) and/or against the organisers of EFNS (local OK). The liability disclaimer relates to personal and material damages, which are a result of any level of negligence, and covers the time period from the beginning of the journey to the EFNS, throughout the competition week and includes the return journey from the EFNS. For their own good, the participant should carry a certificate of valid third party liability insurance and accident insurance, and hold a current certificate of health, which confirms the physical ability to take part in the competition. Independent of this obligation to carry the above-detailed certification, the participant indemnifies the IK-EFNS and the local OK against any liability of the event organiser towards third parties for damages caused by the participant regarding people, material or financial losses including arising process costs for the defence of claims from third parties. The OK is obligated to arrange and provide documentation to the EFNS proving the presence of a valid third party liability insurance and accident insurance for its members, volunteers and spectators.

APPENDIX 2: Text suggestion for invitation to the Autumn meeting

Invitation to the EFNS Autumn meeting

Ladies and Gentlemen, Dear Friends of the EFNS,

The organisation committee for the EFNS, warmly invites you to the traditional annual autumn meeting from to in

We look forward to receiving many registrations. Prepare to be surprised by the hospitality and region's beauty and enjoy some of the culinary specialities.

Programme:

Friday

15:00 Management board meeting (later if significant arrival time required e.g. 20:00)

18:00 Arrival of remaining participants. Welcome drink e.g. in bar

19:00 Snack and get-together e.g. in hotel/pub

Saturday

7:15 Early morning sport from accommodation

8:15 Breakfast in hotel

9:15 Autumn meeting e.g. in hotel

1. Welcome (IC and OC Presidents, representative of the authority)
2. International Committee board decisions and further informations of the board; discussion, amendments and applications (Board)
3. Informations about the next but one two EFNS
4. Introduction of the OC and presentation of the upcoming EFNS (contact persons, draft of the publication, routes, shooting range, excursions, accommodation; OC)
5. Any other business (all)

14:00 Inspection of routes and shooting range

16:00 Tourism surprise

19:00 Evening meal

Sunday

07:30 Early morning sport from accommodation

08:30 Breakfast in hotel

09:30 Accommodation inspection

12:00 Departure

Accommodation

We will stay at the hotel Accommodation costs per person (half board): 100 € in double rouble, single room with supplement. Please book your room directly in the hotel (e-mail address:) and indicate that you are coming für the EFNS autumn meeting.

Costs

The IK covers the accommodation costs of €100 (half board for 2 nights for each participant). When booking your accommodation please explain that you are taking part in the annual autumn meeting of the EFNS and that the invoice for the costs should be directed to the EFNS IK.

Currently each participant is also entitled to a further €100 for transport costs, which will be directly paid out during the autumn meeting.

Registration

The registration must reach us by (date) to..... (email address)

Including name, address, function and transport requirements.

We wish you a good trip and look forward to seeing you, your organisation committee.....EFNS.....

**APPENDIX 3: Text suggestion for invitation to
Team leaders' meeting
und Members' meeting**

Invitations to the EFNS 20.... Team leaders' meeting and members' meeting

Dear Sir/Madam, Dear EFNS members

For the occasion of the EFNS competition week in (.....) the Organisation Board (OK) and the management of the International Board (IK) would like to warmly welcome you to take part in the team leaders' meeting and members' meeting. Both meetings take place in the same location, one after another.

Location: **Hotel**

Date: **Tuesday,**

Times: **Team leaders' meeting: 15:00 – 16:15**
 Members' meeting: 16:30 – 18:00

Agenda:

Team leaders' meeting (Under the direction of the OK):

1. Welcome
2. Teams attendance check
3. Introduction of the OK
4. Selection of competition jury (2 people)
5. Weather report
6. Competition programme
7. Stadium and route plan
8. Information from OK
9. Information from TD
10. Any other business

Members' meeting (Under the direction of the IK management board)


1. Opening and welcome, establish the quorum, select a minute taker
2. Approval of the agenda
3. Protocol of the last members' meeting
4. Reports
 - a) Activities/Progress report from the President
 - b) Sponsoring
 - c) Communication from additional board members
 - d) Treasurer's report for the past fiscal year including discussion and report from the auditor
 - e) Proposal from the assembly to approve the actions of the board
5. Budget estimation for the current fiscal year
6. Decision for the competition location in 3 years after event organiser's explanation (Candidacy
7. Short presentation of next year's EFNS
8. Any other business (a.o. presenting of gifts)

With comradely greetings,

On behalf of the board


sig., IK managing director

APPENDIX 4: Laminated accreditation card to hang around neck (front and back side)



45. Europäische Forstliche Nordische Skiwettkämpfe
Delnice Mirkopalj 17.02. - 23.02.2013.

Mannschaftsführer
Team leader

 **Ulrich Hug**
Schweiz
Switzerland

18.	19.	20.	21.	22.	23.
Excur.	Train.	Wettk.	Excur.	Sieger.	Dinner
3	X	X	5	X	X

Sonntag, 17. 02. 2013
Ankunft der Nationen; Möglichkeit der Teilnahme am Langlauf - Marathon "Memorial des Friedens"

Montag, 18. 02. – Exkursionen
Nr. 1 – Bewirtschaftung der Tannen und Buchenplenterwälder in Gorski kotar
Nr. 2 – Bewirtschaftung der Flachlandwälder der Stieleiche
Nr. 3 – Halbinsel Istrien - Forstwirtschaft, Tradition, Kultur
Nr. 4 – NP Plitvička jezera (Nationalpark Plitwicer Seen)
Nr. 5 – Wälder des kroatischen Mittelmeers
Nr. 6 – Holzindustrie in Gorski kotar
Nr. 7 – Natursehenswürdigkeiten von Gorski kotar

Dienstag, 19. 02.
Offizieller Training (Schiestraining 3x5) – 9,00 bis 13,00 h
Mannschaftsführerbesprechung um 15,00 Uhr (Delnice)
Festliche Eröffnung von EFNS um 19,00 Uhr – Delnice.

Mittwoch, 20. 02.
Einzelwettkampf – um 9,00 Uhr KT (alle 30 Sec), um 13,30 Uhr FT (Gruppen)
EFNS Komitatzsitzung um 17,00 Uhr

Donnerstag, 21. 02.
Exkursionen, siehe Montag;
Fachliche Diskussion / Roundtable: Braunbärbewirtschaftung in Gorski kotar
Delnice, Hotel Risnjak, 22.00 h

Freitag, 22. 02.
Staffelwettkampf – Start Männer 9,00 Uhr, Frauen 9,05 Uhr
Festliche Schliessung um 18,00 h, Abendessen und Unterhaltung, Fahnenübergabe an Finnland.

Samstag, 23. 02.
Abreise