## General Information

**1. Address Information**

|  |  |  |
| --- | --- | --- |
| **ISU Member:** |  |       |
|  |  |  |
| **Address** | Street: |       |
|  |  |  |
|  | City: |       |
|  |  |  |
|  | Post Code: |       |
|  |  |  |
|  | Phone: |       |
|  |  |  |
|  | Fax: |       |
|  |  |  |
|  | E-mail: |       |
|  |  |  |
| **Contact person(s):** |  |  |
|  | Name |       |
|  |  |  |
| **Address** | Street: |       |
|  |  |  |
|  | City: |       |
|  |  |  |
|  | Post Code: |       |
|  |  |  |
|  | Phone: |       |
|  |  |  |
|  | Fax: |       |
|  |  |  |
|  | E-mail: |       |

**2. Proposed Seminar**

|  |  |  |
| --- | --- | --- |
| Single & Pairs [ ]  | Recognized [ ]  | Sponsored [ ]  |
| Ice Dance [ ]  | Recognized [ ]  | Sponsored [ ]  |
| Synchronized Skating [ ]  | Recognized [ ]  | Sponsored [ ]  |

|  |  |
| --- | --- |
| If we ask for an ISU Sponsored seminar and this is not granted, we agree to host an ISU Recognized seminar | Yes [ ]  No [ ]  |

**3. Dates**

Proposed **dates** of the Seminar:

|  |  |
| --- | --- |
| 1st priority: |       |
|  |  |
| 2nd priority: |       |
|  |  |
| 3rd priority: |       |

|  |  |
| --- | --- |
| Will the seminar be held in conjunction with a competition? |       |
| If so, please indicate which competition: |       |

## B. City / Region (in which the seminar be organized)

1. General information

|  |  |
| --- | --- |
| **Name of City / Region:** |       |
|  |  |
| **Population:** |       |
|  |  |
| **Airport** (name and location)**:**  |       |
|  |  |
| International airport: | yes [ ]  no [ ]  | National airport: | yes [ ]  no [ ]  |
|  |  |
| **Train station** (name and location)**:** |  |
|  |  |  |  |
| International trains: | yes [ ]  no [ ]  | National trains: | yes [ ]  no [ ]  |
|  |  |
| **Motorway(s):** -short description - |  |
|  |  |
|       |
|  |  |
| **Public transportation in the city** (buses, subway, streetcars etc.)**:** - short description - |
|  |
|       |
|  |  |

## 2. Distances

Please indicate the distances between the various sites/venues:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Main arena(if held in conjunction with an event) | Hotel 1 | airport | main station |
| Main arena |  |       |       |       |
| Hotel 1 |       |  |       |       |
| Airport |       |       |  |       |
| Main station |       |       |       |  |

**3. Transportation**

|  |  |
| --- | --- |
| The Host Member will provide transportation from the airport? | Yes [ ]  No [ ]  |

**C. HOTEL in which the seminar will be held**

**a) General information**

|  |  |
| --- | --- |
| **Name of Hotel** |       |
|  |  |  |
| **Address:**  |       |
|  |  |  |
|  |       |
|  |  |  |
| **Phone:** |       | **Fax:** |       |
|  |  |  |
| **International standard (stars):** |       |
|  |  |  |
| **Rooms equipped:** | TV [ ] ; phone [ ] ; mini-bar [ ] ; shower/WC or bath/WC [ ] ; |
|  |  |  |
| **Business centre:** | yes [ ]  no [ ]  | **Sauna/fitness-centre:** | yes [ ]  no [ ]  |
|  |  |  |
| **Swimming-pool:** | yes [ ]  no [ ]  | **Hotel Bar:** | yes [ ]  no [ ]  |

**b) Hotel Capacity**

|  |  |  |  |
| --- | --- | --- | --- |
| **Single rooms:** |       | **Twin-bed rooms:** |       |

**c) Meeting Rooms**

|  |  |  |
| --- | --- | --- |
| **Small rooms (max. 15 persons)** | Number:        |  |
|  |  |  |
| **Larger rooms (max. 60 persons)** | Number:       |  |
|  |  |  |

**d) Hotel rates:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Single room:** |       |  | breakfast included: yes [ ]  no [ ]  |
|  |  |  |  |
| **Twin-bed room:** |        per person |  | breakfast included: yes [ ]  no [ ]  |
|  |  |  |  |
|  |       (breakfast if not in room rate included) |

**e) Hotel booking**

|  |  |
| --- | --- |
| Rooms to be booked through the OC |       |
| Rooms booked by individual participants |       |

**f) Technical equipment**

|  |  |
| --- | --- |
| Flipchart plus required markers | Yes [ ]  No [ ]  |
| Overhead projector | Yes [ ]  No [ ]  |
| Beamer | Yes [ ]  No [ ]  |
| Screen | Yes [ ]  No [ ]  |
| DVD Player | Yes [ ]  No [ ]  |
| Video Player | Yes [ ]  No [ ]  |
| Sound System | Yes [ ]  No [ ]  |
| On-site Technical Support available | Yes [ ]  No [ ]  |