## 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 |