



EJU ADMINISTRATION & ORGANISATION SEMINAR 2014

When

14th of July 2014 (Begin of seminar 14:00) until **15th of July 2014**

Who should attend

- **National Federations General Secretaries**
- **Event Organisers**
- **Persons responsible for Event Marketing**

Important: National Federations, which hold EJU events, are obliged to send a delegate at least once in two years.

As substantial updates on the Marketing requirements of EJU events will be presented, it is highly recommended that all organisers send a person dealing with the marketing agenda!

Where

Fleming's Hotel Wien-Westbahnhof
Neubaugürtel 26-28
Vienna, Austria

<http://www.flemings-hotels.com/en/hotels/flemings-hotelwien-westbahnhof>

How to get to there

Vienna International Airport
Vienna Railway stations (Meidling, Westbahnhof,...)

Contact Information

EJU Head Office

Address: Wehlistrasse 29/1/111
1200 Vienna, Austria
Tel: +43 1 330 43 43
Email: headoffice@eju.net

Austrian Judo Federation

Address: Wehlistrasse 29/1/111
1200 Vienna, Austria
Tel: +43 1 332 48 48
Fax: +43 1 332 48 48 48
Email: office@oejv.com



EJU Fee

- for the first delegate of a Federation: **€ 200**
- for all further delegates of a Federation: **€ 100**

Accommodation

Package price per person in double room: € 290

Package price per person in single room: € 350

Including:

- 2 night accommodation incl. following meals:
 - Monday, July 14th: Coffee break (afternoon), dinner (hotel)
 - Tuesday, July 15th: Breakfast, coffee breaks, lunch, dinner (Viennese Restaurant)
 - Wednesday, July 16th: Breakfast
- Airport Transfers
- Certificate of Participation
- Seminar Materials
- Sightseeing tour

Additional nights or price for accompanying person: upon request.

Inscription and Payment

Please **send the Inscription Form** and **transfer the full amount** (EJU Fee & Acc.) of your delegation to the bank account of the Austrian Judo Federation **not later than 15th of June 2014.**

Account details

Name of bank:	BANK AUSTRIA- Creditanstalt, Am Hof 2, 1010 Wien
Account No. IBAN:	AT 15 1200 0515 9437 4302
SWIFT address:	BKAUATWW
Payment title:	Federation
Payment description:	Names of delegates

Visa

Should you require a Visa to enter Austria, please send the completed Visa Application Form and Passport Copies to the Austrian Judo Federation by not later than **15th of June 2014.**



Provisional Program

Monday 14th July 2014

Arrival of participants

- 14:00hrs **Official Opening**
14:30hrs **Treasury Matters**
15:00hrs **JUMAS**
15:30hrs Coffee Break
16:00hrs **Calendar 2015**
17:30hrs **Bidding Procedure for EJU Events/Long term calendar**

20:00hrs Dinner at Hotel

Tuesday 15th July 2014

- 09:30hrs **Introduction: New Marketing Handbook**
10:30hrs Coffee Break
11:00hrs **Introduction: New Marketing Handbook**
12:30hrs Lunch
14:00hrs **Review EJU Events/Requirements (Handbooks)**
- Administration
 - Sport
 - Medical & Anti-Doping
 - Media & IT

17:00hrs Sightseeing tour and Dinner (Dress Code: Casual!)

Wednesday 16th July 2014

Departure of participants