



EJU Administration & Organisation Seminar 2017

When

12th & 13th of October 2017

Program

Wednesday 11th October 2017	Arrival of participants		
	20:00hrs	Dinner	
Thursday 12th October 2017	09:30hrs	13:00hrs (~11:00hrs Coffee Break)	
	13:00hrs	14:00hrs	Lunch
	14:30hrs	18:00hrs (~16:00hrs Coffee Break)	
Friday 13th October 2017	09:30hrs	13:00hrs (~11:00hrs Coffee Break)	
	13:00hrs	14:00hrs	Lunch
	Departure of participants		

Who should attend

- **All EJU Member Federations:** General Secretaries / Senior Office Staff
- **National Federations organising EJU Events:** Executive Event Managers

Important: National Federations, which organise EJU events in 2018, are obliged to send a delegate.

Where

Enziana Hotel Vienna Rennweg 51
1030 Vienna <http://www.enziana.at/>

How to get there

Airport: Vienna International Airport
Railway station: Rennweg

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



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: € 305

Package price per person in single room: € 370

Including:

- 2 night accommodation incl. following meals:
 - Wednesday, October 11th: dinner
Rooms available from 14:00
 - Thursday, October 12th: breakfast, coffee breaks, lunch, dinner
 - Friday, October 13th: breakfast, coffee break, lunch
- Airport Transfers, Certificate of Participation, Seminar Materials

Price for accompanying person (sharing double room): 250 €

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 21st of September 2017**.

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:	Admin Seminar + Country code
Payment description:	Names of delegates

Please register all your delegates also in **JUDOBASE**. Deadline: **28th of September 2017**.

Visa

Should you require Visa to enter Austria, please send the completed Visa Application Form and Passport Copies not later than **7th of September 2017**.