

**To be sent to the representatives/examiners of the FIE, to the organiser, to the candidates and National Federations concerned.**

**1. Names of the representatives/Examiners of the FIE who will be at the examinations**

--	--

**2. Organisation of the examination session**

(The FIE to be informed 90 days before the examinations)	
(To be prepared by the organisers in accordance with the procedures for the examinations as published on the FIE web-site)	
<b>2.1 Name of the organizers :</b>	
<b>2.2 Name of the contact person :</b>	
<b>2.3 Telephone number of the contact person :</b>	
<b>2.4 Fax number of the contact person :</b>	
<b>2.5 Local hours when it is possible to make contact by telephone :</b>	

**3. Location of the meeting and of the examinations**

(The FIE to be informed 90 days before the examinations).	
(To be prepared by the organisers in accordance with the procedures for the examinations as published on the FIE web-site).	
<b>3.1 Name of the meeting and examination room :</b>	
<b>3.2 Address :</b>	
<b>3.3 Telephone :</b>	
<b>3.4 Fax :</b>	
<b>3.5 E-mail :</b>	

**4. Accommodation and food during the meetings and examinations**

(The FIE to be informed 90 days before the examination starts).	
<b>4.1 For the FIE representatives</b>	
<b>4.1.1 Accommodation address :</b>	
<b>4.1.2. Address of restaurants or feeding places :</b>	
<b>4.1.3 Prices :</b>	
<b>4.2 For the refereeing candidates</b>	
<b>4.2.1 Accommodation address :</b>	
<b>4.2.2 Eating places :</b>	
<b>4.2.3 Price :</b>	

### 5. Individual travel information/details to be sent to the organisers

(Flight times to be sent to the organisers for the FIE representatives)

**5.1 Arrival :**

**5.2 Departure :**

### 6. Local transport

(To be informed to the FIE 90 days before the examinations start.)

**6.1 Method of transport at arrival and departure for the airport :**

**6.2 Transport for the meetings and examinations :**

### 7. Reservation of airline tickets for the representatives / examiners of the FIE

(To be organised between the FIE office in Lausanne and the FIE representatives/examiners).

### 8. The daily pocket money allowance and other responsibilities of the FIE

(To be organised between the FIE office in Lausanne and the representatives/examiners of the FIE).

### 9. Approved list of candidates registered for each weapon

(This must be appended and sent to the representatives/examiners 50 days before the examination).

### 10. The Candidate Application Form for the FIE Refereeing Examinations

(To be received 60 days before the examinations by the FIE office in Lausanne and copies to be sent to the examiners 50 days before the examinations).

### 11. Timetable and dates of the activities: The meetings with the candidates and the actual examinations

(This timetable is to be prepared by the representatives/examiners and to be received by the FIE, National Federations and the candidates 30 days before the start of the examinations.)

### 12. FIE rules for refereeing and competitions in connection with video assisted refereeing

(Can be seen on the FIE web site).

### 13. Video assisted refereeing in connection with the FIE procedures for referees and the Rules for Competitions

(To be sent to the candidates and to National Federations and if possible to be placed and seen on the FIE web site.)