



EJU Administration & Organisation Seminar 2016

Seminar for Computer Team Operators

When

6th of June 2016 (Begin of seminar 14:00) until 7th of June 2016

Who should attend

- National Federations General Secretaries & Event Organisers
- Persons responsible for press relations, communication & event marketing
- Computer Team Operators

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

Seminar for Computer Team Operators

The EJU Seminar for Computer Team Operators is a seminar, targeting on persons, willing to acquire or prolong the EJU Computer Team license which allows them to run the EJU competition software at European Cups. This license will be valid until end of May 2018. Participants have to bring their own laptop running on Windows 7 or higher.

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: € 295

Package price per person in single room: € 360

Including:

- 2 night accommodation incl. following meals:
 - Monday, June 6th: Coffee break (afternoon), dinner (hotel)
Rooms available from 14:00
 - Tuesday, June 7th: Breakfast, coffee breaks, lunch, dinner (Viennese Restaurant)
 - Wednesday, June 8th: Breakfast
- Airport Transfers, Certificate of Participation, Seminar Materials
- Sightseeing tour

Extra night B&B (single/double): 80 €/65 €

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 18th of May 2016**.

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: **May 30th 2016**

Visa

Should you require Visa to enter Austria, please send the completed Visa Application Form and Passport Copies not later than **12th of May 2016**.



Program

Monday 6th June 2016

Arrival of participants

14:00hrs - 18:00hrs (~15:30hrs Coffee Break)

Official Opening

Treasury Matters

Registration System (Judobase) & Nationality Change

Bidding Procedure for EJU Events/Long term calendar

20:00hrs Dinner at Hotel

Tuesday 7th June 2016

10:00hrs 13:00hrs (~11:00hrs Coffee Break)

Main session

- Calendar 2016
- Review EJU Events/Requirements (Handbooks):
Administration, Sport, Marketing & Media, Medical & Anti-Doping, IT

Session for Computer Team operators

- Software & Running of events

13:00hrs 14:00hrs Lunch

14:00hrs 16:00hrs

EJU Media strategy

Collaboration of Press officers with EJU Media Team, Image database, Social Media

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

Wednesday 8th June 2016

Departure of participants