



European Championship 10m
Odense, Denmark
25 February - 3 March 2013
Rifle | Pistol | RunningTarget

Letter of invitation to the 2013 European Championship 10m

To all ESC Member Federations

24th July 2012

Dear Mr President

Dear friends

A warm welcome

The Danish Shooting Union and the Organising Committee are pleased to invite all ESC member federations to take part in the 2013 European Championship 10m in Odense, Denmark. The Championship will take place from the 25th of February to the 3rd of March.

Along with our strong and active partners, Odense Municipality, Developing Fyn, Sport Event Denmark, ESC and SIUS, we warmly welcome you to our Championship. Our experienced event team is looking forward to treating you to a spectacular shooting sports event.

The venue

The European Championship 10m will take place at Odense Congress Center, which is located about 6 km from the beautiful city of Odense. Odense is looking forward to hosting another great sports event in the impressive arenas. The arenas will be transformed into a fully equipped electronic shooting range with a total of 80 firing lines for rifle and pistol, 4 firing lines for running target and 10 firing lines for rifle and pistol finals.

Apart from the many exciting shooting sports events, there will be exhibitions, fun competitions and side events at the venue for children and adults to try.

Spice up your championship

Odense is Denmark's third largest city and the wonderful capital of the island Funen. Here you will be able to spice up your Championship experience with the beautiful unspoiled nature, the taste of delicious local food and the many cultural attractions of Funen.

Bring family and friends

There are plenty of good reasons to bring family and friends to Odense. They can offer great support as spectators but they will also be able to take unique experiences home. Funen is characterised by very short distances and great infrastructure, so you can easily enjoy different parts of the island. On Funen, you are always close to the sea and the beautiful coastline.

We look forward to welcoming you in beautiful Odense in 2013 and to sharing unique experiences with you!

Yours sincerely,

John Hansen

President of the Danish Shooting Union





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Bulletin # 1

JULY 2012

1. SHOOTING EVENTS

Women

Air Rifle 10m
Air Pistol 10m
R.T. 10m
R.T. Mixed 10m

Women Junior

Air Rifle 10m
Air Pistol 10m
R.T. 10m
R.T. Mixed 10m

Men

Air Rifle 10m
Air Pistol 10m
R.T. 10m
R.T. Mixed 10m

Men Junior

Air Rifle 10m
Air Pistol 10m
R.T. 10m
R.T. Mixed 10m

The maximum number of shooters per event will be three (3) as indicated in the ESC "General Regulations" (article 6.5.5.1).

2. COMPETITION SCHEDULE

February 25th: Arrival of Delegations
Air Rifle / Air Pistol / Running Target Free Training
February 26th: Official Training & PET
Technical Meeting
Opening Ceremony
March 2nd: Closing Ceremony
Official Banquet
March 3rd: Departure of Delegations

Please see the Preliminary Programme for a more detailed schedule.

3. RULES AND REGULATIONS

The competition will be conducted according to ESC and ISSF Rules and Regulations.

Late Entries

Late Entries will be allowed only according to ISSF rule 3.7.3.4.
Any additional entries received after the deadline of three (3) days before the Official Arrival may not participate (ISSF Rule 3.7.3.5).

Replacements

Replacement of a registered shooter by another already registered shooter is permitted. This change can only be made before 12.00 am the day before the Pre Event Training for that event (ISSF Rule 3.7.3.6).

Cancellations

Any federation reducing the number of shooters and/or officials after the Final Entry deadline is obliged to pay all applicable fees and costs including entry fees according to the number of shooters and entries on the Final Entry Forms originally received. If the applicable fees and costs are not paid no member of that federation may participate (ISSF Rule 3.7.4.3).





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4. ENTRY PROCESS

Final Entries for Shooters and for Officials must be made by online registration at <http://entry.issf-sports.info>. The ISSF Online Registration Service will be available starting September/October 2012.

Final Entries can by exception be faxed to ISSF Headquarters at +49 89 544 355 44.

All other forms must be sent to the Organising Committee. Please see Annex 1, 6.1, 6.2 and 6.3.

ISSF ID Number

According to ESC and ISSF General Regulations, all shooters must have an ISSF ID Number before participation in any ISSF supervised competition or Championship. Shooters without an ISSF ID Number will not be allowed to participate in the competition.

5. ENTRY FEES

Individual/per event	170 €
Official	50 € per person
Late Entry fee	50 € per late entry
Cancellation fee	170 € per cancellation

Other fees

Return Transportation fee	60 € per person
Official Banquet fee	40 € per person

Event Package Deal

The Event Package Deal features several event services, put together in a special deal at a discount rate, when ordered together in advance.

The deal includes:

Accommodation incl. breakfast and lunch: **Please see accommodation rates in item 12**

Return Transportation: **45 €** per person

Official Banquet: **30 €** per person

6. PAYMENT & BANK DETAILS

Payments must be made in advance through member federations, according to the deadlines.

All amounts must be paid in Euro.

All payments must include any transfer fees or similar that the bank may charge.

All payments (entry fees, hotels, transportation, banquet etc.) must be paid to the bank account below.

An 80% deposit of the total amount must be paid at least 70 (seventy) days before arrival (15th December 2012). The last 20% of the total amount must be paid upon arrival, during accreditation at the venue.

Account owner:	Dansk Skytte Union / Danish Shooting Union
Name of bank:	Danske Bank, Hovedvejen 109, DK-2600 Glostrup
IBAN:	DK4530000011107133
SWIFT:	DABADKKK



7. LOCATION & VENUE

The Championship will take place in the city of Odense at the exhibition complex "Odense Congress Center".

Address: Ørbækvej 350, DK-5220 Odense SØ

Phone: + 45 65 56 01 00

Website: www.occ.dk

The venue can be reached:

By car: From West/South/North via Highway E45/E20 Kolding - Odense.

From East via Highway E20 København (Copenhagen) - Odense.

By train: From Copenhagen to Odense Railway Station.

By plane: Copenhagen Airport (CPH) is the official airport; it is located ca. 160 km from Odense.

Arena Fyn and Hall A at Odense Congress Center will be transformed into fully equipped shooting ranges in respect with ESC and ISSF Rules. The ranges will be equipped with SIUS Ascor electronic targets. All rifle, pistol and Running Target competitions will be conducted in Hall A. Finals for rifle and pistol and all award ceremonies will be held in Arena Fyn.

The two arenas, all offices, storage, equipment control, nations' rooms etc. are located under the same roof for a compact and hassle free Championship experience.

Catering

The venue features delicious and nourishing catering choices – meals, snacks, fruit, sweets and drinks.

A lunch buffet at the venue is included in the accommodation offered by the Organising Committee.

No food or drinks from the outside are allowed at the venue.

8. VISA

European Union citizens will be able to enter Denmark with a valid Passport or Identity Card.

Non-European Union citizens are advised to check the requirements for Visa well in advance.

More information can be found at: <http://um.dk/en/travel-and-residence/danish-visa-rules>

Each participating federation must fill out the "Visa Support Form" and return to the Organising Committee according to the deadline. Please see Annex 7.

9. IMPORT FORMALITIES

All documents necessary for the temporary import of firearms and ammunition is a copy of the "Firearms and Ammunition Form" and the official Championship Letter of Invitation, as you may be asked to show it at the airport. Please fill in the "Firearms and Ammunition Form" for each team travelling together. Please see Annex 8.

10. ARRIVAL, ASSISTANCE, AIRPORT PICK-UP

The official airport is Copenhagen Airport (CPH) which is located about 160 km from the venue in Odense.

Round trip transportation to/from the official airport and the official hotels will be arranged by the Organising Committee at the fee of **60 €** per person. Transportation can be acquired at a discount rate when





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ordered in advance as a part of the "Event Package Deal". Please see item 5. The service will be effective as from 25th of February 2013.

All delegations will be assisted to dispatch the Police and Customs procedure, and escorted to transportation.

The Organising Committee will examine any requests for assistance and/or transportation from/to other airports whenever possible, and provided that the application is presented well in advance. The cost for this transportation will be at the delegation's expense.

All transportation services requested in the "Final Travel Form", not cancelled at least 7 (seven) days before arrival, will be applicable by the Organising Committee according to the number of passengers listed in the "Final Travel Form", for which the service has been required. Please see Annex 5.

No assistance or transportation will be provided to participants who are not accommodated at the official hotels.

Teams arriving before or leaving after the official days are required to make their own transportation arrangements. The Organising Committee will examine any requests for assistance to organise this transportation at the delegation's expense.

11. LOCAL TRANSPORTATION

The Organising Committee will provide free transportation for all participants between the venue and the official hotels as from the 25th of February.

Any participants not accommodated at the official hotels will be responsible for their own transport. A detailed transportation schedule will be available at a later date.

12. ACCOMMODATION

The delegations will be accommodated at selected 2**, 3*** and 4**** star hotels and sport hotels located in a range of 0-10,5 km from the venue. All reservations must be made through the Organising Committee; all reservations at the hotels will be made in booking order.

An 80% deposit of the total amount must be paid **at least 70 (seventy) days before arrival** (15th December 2012). No reservation will be considered without the requested amount received according to the deadline. The balance must be paid in advance as described in item 6.

Any change or cancellation must be notified to the Organising Committee **no later than 10th January 2013**. In case of late cancellation or non-show the penalty fee will be equal to 50% of the total cost for any reserved and then cancelled or not occupied room.

For cancellations made 14 (fourteen) days before arrival or later, and non-shows, the penalty fee will be equal to 100%. No penalty fee for cancellation will be paid in the case that the Organising Committee succeeds in renting out the room in question.

Please see Annex 2, 3 and 4.



Official hotels and rates

Rates are per night, per person and include breakfast at the hotel and lunch buffet at the venue at Odense Congress Center.

Hotel OCC**** (Hotel at venue)

Single 145 € / Double 90 € / Triple room 70 € per night/per person

Hotel Knudsens Gaard**** (5,1 km from venue - 10 min by car)

Single 120 € / Double 80 € / Triple room 65 € per night/per person

Hotel Radisson Blu H.C.Andersen**** (City center, 6,2 km from venue - 10-15 min by car)

Single 145 € / Double 95 € / Triple room 80 € per night/per person

Hotel Scandic*** (10,5 km from venue - 15 min. by car)

Single 125 € / Double 80 € / Triple room 60 € per night/per person

Hotel Ansgar or Windsor*** (City center, 6,6 km from venue - 10-15 min by car)

Single 105 € / Double room 75 € per night/per person

Hotel Cabinn** (City center, 6,4 km from venue - 10-15 min by car)

Single room 85 € per night/per person

Hostel Dalum Landbrugsskole (5,3 km from venue - 10 min by car)

Single 75 € / Double room 65 € per night/per person

Any additional costs must be settled directly with the hotel.

13. ACCREDITATION

Accreditation of all participants, guests and members of the press will take place upon arrival at the venue. Payment of the remaining 20% of entry fees, accommodation etc. will take place during accreditation. All amounts must be paid cash in Euro.

14. FIREARMS, AMMUNITION & EQUIPMENT STORAGE

A guarded weapon, ammunition and equipment storage room will be located centrally at the venue.

15. DOPING CONTROL

Doping tests will be conducted in accordance with the current ISSF Doping Regulations under the supervision of an ESC Doping Control Officer.

16. MEDIA

The official event website is: www.ech2013.dk

The official event Facebook fan page is: www.facebook.com/ech2013



Media relations

All media representatives of the relevant ESC countries will be invited through the ESC member nations. All media representatives must submit a "Media Accreditation Form" to the Organising Committee before attending the Championship. Please see Annex 9.

The Press Manager will be in charge of providing information and assistance to the media world.

Onsite media facilities

A Press Room will be equipped with all the facilities required: telephone and fax, computers with internet connection, electrical outlets for laptops, media information, start lists, results, bulletins etc.

The venue features WIFI internet connections.

Media rights, cameras & electronic equipment

Athletes may be required to carry cameras or other electronic equipment as specified by the Organising Committee. Athletes may be required for interviews and media events.

17. CEREMONIES

The Opening Ceremony will take place at the Final Hall on February 26th at 17:45 pm.

The Closing Ceremony will be held at the Final Hall on March 2nd at 17:15 pm, immediately after the AIR 50 Award Ceremony.

The Official Banquet will follow the Closing Ceremony, at 18:30 pm. The Official Banquet marks the closing of the Championship as well as the 100th anniversary of the Danish Shooting Union. All athletes and officials are invited to this event at the cost of **40 €** per person. Tickets for the banquet can be acquired at a discount rate when ordered in advance as a part of the "Event Package Deal". Please see item 5. More information about the Official Banquet will be sent out at a later date.

18. NATIONAL ANTHEM & FLAG

Each delegation is required to provide its own national anthem, abridged preferably (40-50 seconds) and 2 (two) flags (1x1.5 m approx.) needed for ceremonies and prize awards. A digital file with the anthem must be e-mailed to the Organising Committee, no later than Friday the 25th of January. File format e.g. MP3.

Flags can be sent by post to the Organising Committee or delivered in person to the Event Office at the venue, no later than Monday the 25th of February at 12:00 pm.

19. CONTACT

All correspondence must be sent to:

Organising Committee ECH Odense 2013

c/o Dansk Skytte Union

Idrættens Hus, Brøndby Stadion 20

DK-2605 Brøndby

Denmark

Phone: +45 43 26 26 26

E-mail: mail@ech2013.dk

Fax: +45 43 26 23 55

Website: www.ech2013.dk





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Regarding Preliminary Entry Forms, please contact:

Event Manager
Ms Christina Laub Frank
Tel.: +45 42 21 19 93
E-mail: eventmanager@ech2013.dk

Regarding Hotel Reservations and Travel Information, please contact:

Project Manager
Mr Morten Karlsen
Tel.: +45 30 59 24 46
E-mail: mkar@udviklingfyn.dk

Regarding Media Accreditation and information, please contact:

Press Manager
Mr Erik Mouritsen
Tel.: +45 25 20 41 34
E-mail: pressmanager@ech2013.dk

20. SUMMARY OF DEADLINES

Subject	Deadline	To be sent to
ANNEX 1. Preliminary Entry Form	01.09.2012	Organising Committee
ANNEX 2. Preliminary Hotel Reservation Form	01.09.2012	Organising Committee
Payment of 80% deposit	15.12.2012	Organising Committee
ANNEX 3. Final Hotel Reservation Form	10.01.2013	Organising Committee
ANNEX 4. Final Hotel Rooming List	10.01.2013	Organising Committee
ANNEX 5. Final Travel Form	10.01.2013	Organising Committee
ANNEX 6.1. Final Entry Senior Rifle/Pistol/Running Target	25.01.2013	ISSF Headquarters
ANNEX 6.2. Final Entry Junior Rifle/Pistol/Running Target	25.01.2013	ISSF Headquarters
ANNEX 6.3. Final Entry Official	25.01.2013	ISSF Headquarters
ANNEX 7. Visa Support Form	25.01.2013	Organising Committee
ANNEX 8. Firearm and Ammunition Form	25.01.2013	Organising Committee
ANNEX 9. Media Accreditation Form	25.01.2013	Organising Committee

On behalf of the Organising Committee of the 2013 European Championship 10m,

John Hansen
President of
the Danish Shooting Union

Christina Laub Frank
Event Manager at
the Danish Shooting Union





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ANNEX 1

Preliminary Entry Form			
Please return by e-mail to the Organising Committee / Ms Christina L. Frank at: eventmanager@ech2013.dk Deadline: 01.09.2012			
Name of federation		Nation	
Name of contact person		Phone number	
E-mail address of contact person		Fax number	

Starts Events: Men/Men junior	Number of starts	Starts Events: Women/Women junior	Number of starts
10m Air Rifle Men		10m Air Rifle Women	
10m Air Pistol Men		10m Air Pistol Women	
10m R.T. Men		10m R.T. Women	
10m R.T. Mixed Men		10m R.T. Mixed Women	
10m Air Rifle Men Junior		10m Air Rifle Women Junior	
10m Air Pistol Men Junior		10m Air Pistol Women Junior	
10m R.T. Men Junior		10m R.T. Women Junior	
10m R.T. Mixed Men Junior		10m R.T. Mixed Women Junior	

Officials	Number of persons
Team officials	
Media officials	

Total	Number of persons
Total number of athletes	
Total number of officials	

Official Banquet	Total number of participants
Official Banquet Saturday 2 nd March 2013	

Organising Committee	
Danish Shooting Union President: Mr John Hansen Event Manager: Ms Christina Laub Frank Idrættens Hus, Brøndby Stadion 20 DK-2605 Brøndby, Denmark Phone: +45 43 26 26 26 Fax: +45 43 26 23 55	Preliminary Entries Ms Christina Laub Frank Tel.: +45 42 21 19 93 E-mail: eventmanager@ech2013.dk www.ech2013.dk www.facebook.com/ech2013





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ANNEX 2

Preliminary Hotel Reservation Form			
Please return by e-mail to the Organising Committee / Mr Morten Karlsen at: mkar@udviklingfyn.dk			
Deadline: 01.09.2012			
Name of federation		Nation	
Name of contact person		Phone number	
E-mail address of contact person		Fax number	

Hotel choice	Please indicate your choice of hotel, in order of preference	
	1.	
	2.	
	3.	
	4.	
	5.	

Room choice	Room type	Number of rooms	Number of persons	Expected day of arrival	Expected day of departure
	Single				
	Double				
	Triple				

Please note that not all hotels have Double or Triple rooms.

Please inform us if you wish to make hotel reservations privately at non-official hotels. Thank you!

Date:

Signature:

Organising Committee	
Danish Shooting Union President: Mr John Hansen Event Manager: Ms Christina Laub Frank Idrættens Hus, Brøndby Stadion 20 DK-2605 Brøndby, Denmark Phone: +45 43 26 26 26 Fax: +45 43 26 23 55	Hotel Reservations Mr Morten Karlsen Tel.: +45 30 59 24 46 E-mail: mkar@udviklingfyn.dk www.ech2013.dk www.facebook.com/ech2013



Danish Shooting Union Idrættens Hus Brøndby Stadion 20 DK-2605 Brøndby Denmark
 Fax: (+45) 43 26 23 55 Phone: (+45) 43 26 26 26 mail@ech2013.dk www.ech2013.dk



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ANNEX 3

Final Hotel Reservation Form			
Please return by e-mail to the Organising Committee / Mr Morten Karlsen at: mkar@udviklingfyn.dk			
Deadline: 10.01.2013			
Name of federation		Nation	
Name of contact person		Phone number	
E-mail address of contact person		Fax number	

Hotel choice	Please indicate your choice of hotel, in order of preference	
	1.	
	2.	
	3.	
	4.	
	5.	

Room choice	Room type	Number of rooms	Number of persons	Day of arrival	Day of departure
	Single				
	Double				
	Triple				

Please note that not all hotels have Double or Triple rooms.

Note: In order to confirm the hotel bookings above, a deposit of 80% of the total accommodation costs must be transferred to the OC by 15.12.2012.

Please see payment and bank details in item 6 in Bulletin #1, attached to the Letter of Invitation.

Date:

Signature of Team Leader:

Organising Committee	
Danish Shooting Union President: Mr John Hansen Event Manager: Ms Christina Laub Frank Idrættens Hus, Brøndby Stadion 20 DK-2605 Brøndby, Denmark Phone: +45 43 26 26 26 Fax: +45 43 26 23 55	Hotel Reservations Mr Morten Karlsen Tel.: +45 30 59 24 46 E-mail: mkar@udviklingfyn.dk www.ech2013.dk www.facebook.com/ech2013





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ANNEX 4

Final Hotel Rooming List

Please return by e-mail to the Organising Committee / Mr Morten Karlsen at: mkar@udviklingfyn.dk
Deadline: **10.01.2013**

Name of federation	
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Name of hotel

Check in date	Check out date	Number of nights	Room type	Full names

Date:

Signature of Team Leader:

Organising Committee

Danish Shooting Union

President: Mr John Hansen
Event Manager: Ms Christina Laub Frank
Idrættens Hus, Brøndby Stadion 20
DK-2605 Brøndby, Denmark
Phone: +45 43 26 26 26
Fax: +45 43 26 23 55

Hotel Reservations

Mr Morten Karlsen
Tel.: +45 30 59 24 46
E-mail: mkar@udviklingfyn.dk

www.ech2013.dk
www.facebook.com/ech2013





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ANNEX 5

Final Travel Form Please return by e-mail to the Organising Committee / Mr Morten Karlsen at: mkar@udviklingfyn.dk Deadline: 10.01.2013
Name of federation

1. Travel information			
Arrival		Departure	
Airplane / Train / Car		Airplane / Train / Car	
Arrival date		Departure date	
Arrival time		Departure time	
Flight no.		Flight no.	
Arriving to (airport)		Departing from (airport)	
Coming from (airport)		Going to (airport)	
No. of persons		No. of persons	

2. Eventual second travel information			
Arrival		Departure	
Airplane / Train / Car		Airplane / Train / Car	
Arrival date		Departure date	
Arrival time		Departure time	
Flight no.		Flight no.	
Arriving to (airport)		Departing from (airport)	
Coming from (airport)		Going to (airport)	
No. of persons		No. of persons	

3. Eventual third travel information			
Arrival		Departure	
Airplane / Train / Car		Airplane / Train / Car	
Arrival date		Departure date	
Arrival time		Departure time	
Flight no.		Flight no.	
Arriving to (airport)		Departing from (airport)	
Coming from (airport)		Going to (airport)	
No. of persons		No. of persons	

**Airport transfer from official airport CPH to official hotel(s) and back at arrival and departure is required?
Please see fees, payment and bank details in item 5+6 in Bulletin #1, attached to the Letter of Invitation.**

YES NO

Date:

Signature of Team Leader:





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ANNEX 6.1

Final Entry Form: Rifle, Pistol and Running Target, Senior

Please register online at <http://entry.issf-sports.info>. The ISSF Online Registration Service will be available starting September/October 2012.
 Please return by e-mail to ISSF Headquarters at entry@issf-sports.info. Final Entries can by exception be faxed to ISSF Headquarters at +49 89 544 355 44.
 Deadline: **25.01.2013**

Name of federation		Nation code	
Name of contact person		Phone number	
E-mail address of contact person		Fax number	

Please fill in with CAPITAL letters

No.	Athlete		ISSF ID number	Date of birth			Men				Women			
	Family name	First name		DD	MM	YY	AR60	AP60	10RT	10RTMIX	AR40	AP40	10RT20	10RT20MIX



Danish Shooting Union Idrættens Hus Brøndby Stadion 20 DK-2605 Brøndby Denmark
 Fax: (+45) 43 26 23 55 Phone: (+45) 43 26 26 26 mail@ech2013.dk www.ech2013.dk



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ANNEX 6.2

Final Entry Form: Rifle, Pistol and Running Target, Junior

Please register online at <http://entry.issf-sports.info>. The ISSF Online Registration Service will be available starting September/October 2012.
 Please return by e-mail to ISSF Headquarters at entry@issf-sports.info. Final Entries can by exception be faxed to ISSF Headquarters at +49 89 544 355 44.
 Deadline: **25.01.2013**

Name of federation		Nation code	
Name of contact person		Phone number	
E-mail address of contact person		Fax number	

Please fill in with CAPITAL letters

No.	Athlete		ISSF ID number	Date of birth			Men Junior				Women Junior			
	Family name	First name		DD	MM	YY	AR60	AP60	10RT	10RTMIX	AR40	AP40	10RT20	10RT20MIX



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ANNEX 8

Firearm and Ammunition Form

Please fill out and sign this form and e-mail it together with a copy of the athlete's passport.

Please fill out one form per athlete.

Please return by e-mail to the Organising Committee / Ms Christina L. Frank at: eventmanager@ech2013.dk

Deadline: **25.01.2013**

Family name	First name	
Country	Nationality	
Birth date	Birth place	
Residential address		
Passport number	Place of issue	Date of issue

Firearms			
Model	Manufacturer	Serial number	Gauge / caliber

Ammunition		
Quantity	Manufacturer	Gauge / caliber

	Spare parts	Manufacturer	Quantity
Barrels			
Stocks:			

Arrival date	Flight number	Arrival time	Name of airline
Departure date	Flight number	Departure time	Name of airline

Date:

Signature of Athlete:





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ANNEX 9

Media Accreditation Form						
Please return by e-mail to the Organising Committee / Mr Erik Mouritsen at: pressmanager@ech2013.dk						
Deadline: 25.01.2013						
Please check the box with the applicable media						
TV	RADIO	AGENCY	MAGASINE	PHOTOGRAPHER	JOURNALIST	OTHER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Information	
Name of media	
Family name	
First name	
Passport number	
AIPS member	YES NO Card number:
Address	
Phone	
Fax	
Mobile	
E-mail	
Comments	

Name of hotel in Odense

Travel information			
Arrival		Departure	
Airplane / Train / Car		Airplane / Train / Car	
Arrival date		Departure date	
Arrival time		Departure time	
Flight no.		Flight no.	
Arriving to (airport)		Departing from (airport)	
Coming from (airport)		Going to (airport)	

**Airport transfer from official airport CPH to official hotel(s) and back at arrival and departure is required?
 Please see fees, payment and bank details in item 5+6 in Bulletin #1, attached to the Letter of Invitation.**

YES **NO**

Date:

Signature of Team Leader:

