



Introduction

International University Sports Federation (FISU), Asian University Sports Federation (AUSF) and the Oceania University Sports Association (FISU Oceania) are delighted to welcome participants from member federations to the 2017 FISU-NUSF Seminar to be held at Bond University, on the Gold Coast (Queensland Australia) from 9-15 December, 2017.

Seminar theme

The FISU-NUSF seminar will focus on the theme of Leadership and Project Management. The schedule has been chosen to assist NUSF representatives in managing key projects and covers key topics such as best practice in project management, developing a project plan as well as promotion and sponsorship. The whole program will be composed of plenary session, parallel workshop, and case study.

Participants

The seminar is for administrative staff from the NUSF or sub-regional federations. A maximum of four participants will be accepted from one member federation. Considering gender equality, two females and two males are encouraged. All sessions will be given in English and therefore all participants must be fluent in English.

Registrations have been received from AUSF members (11) including Afghanistan, Bangladesh, China, Hong Kong China, Iran, Korea, Macau China, Malaysia, Mongolia, Nepal, Sri Lanka. Registration have also been received from from FISU Oceania (3) including Papua New Guinea, Fiji and Australia.

Registration deadlines - IMPORTANT

- Registrations close: Sunday 12 November 2017
- Flight details to be sent to OC: Friday 17 November 2017

Financial contributions - participation fee

The Organizing Committee will cover the local on ground costs for a maximum of two participants from each member federation. On ground costs include:

- Accommodation from Saturday 9 December to (and including) Thursday 14 December
- Breakfast, lunch and dinner from Saturday 9 December to (and including) Wednesday 13 December
- Breakfast and lunch on Thursday 14 December
- Airport transfers to/from Gold Coast or Brisbane airports
- Bus transport that is required as a part of the seminar



For any additional participants, the amount of \$750 (Australia Dollar) will be charged per person. This cost includes points listed above for on ground costs as well as seminar attendance fees. Each NUSFs in attendance will be invoiced for payment of any additional participants. Invoices can be paid by electronic bank transfer. Bank information will be provided in the details with an invoice. NUSFs will be invoiced for this cost once travel itinerary has been submitted to the organizing committee.

Financial contributions - registration fee

- USD10 per person (for AUSF and FISU-Oceania members);
- USD20 per person (for non-AUSF and non FISU-Oceania members).
- The registration fee must be paid by cash upon arrival, which will be collected by AUSF.

Financial contributions – responsibility of each delegate

Delegates should note that they will be responsible for costs relating to:

- Flight travel to/from their local destination and the seminar location
- Private spending money
- Dinner on Thursday 14 December

Practical information

- Gold Coast average temperature in December is 20 degrees Celsius at night and 27 degrees Celsius during the day. Days can be humid and hot.
- Dress code during the day for the seminar is smart casual. This means jeans or pants or shorts with a short sleeve top with comfortable shoes. Note that air conditioning can make indoor rooms cool and a light jacket is recommended if you are a person who feels the cold.
- Dress code for the opening ceremony is cocktail.
- Dress code for the closing lunch is smart casual.
- Dress code for all dinners is smart casual.
- Most areas of Bond University are smoke free and **smoking is only permitted in designated areas**. Designated areas are outside of buildings (at least 4 metres from any door) and smoking is strictly prohibited in areas where food is served.

Registration process

Delegates are required to register via the official online registration portal of the seminar. [Registrations are now open and is accessible via this link](#). Participants are asked to register their personal details, flight arrival and departure information as well any meal requirements. Delegates will need to set up an account to register, but it is a simple process and instructions are provided below. If you have problems contact [Donna Spethman](#).





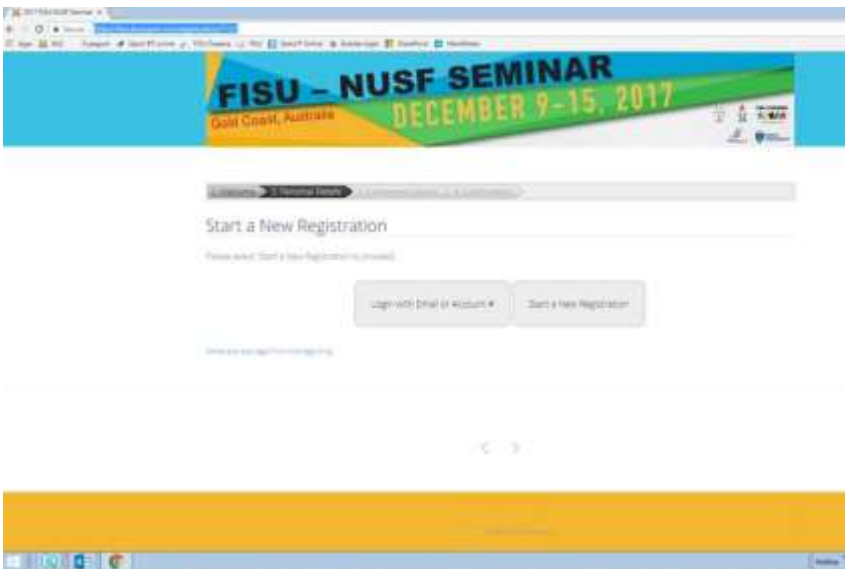
Registration instructions

Click on this link https://fisu.fusesport.com/portal_registration.asp?id=711

You will come to this page:



SELECT NEXT at the bottom right of the screen, you will then go to this page – select 'start new registration'



Once you have selected 'start a new registration' you will be taken to a page where you can select AUS Guest. You will then go to a page where you put in your personal details and set up a password for your account for when you want to log in, in the future. From there, you will enter the other details that you need to complete the registration including additional persons you wish to bring and the name of your university sport federation.





Official airport and transportation

The local airport is [Gold Coast Airport](#), located in Coolangatta. Gold Coast Airport has some direct flights to Asia and Oceania destinations. Gold Coast Airport is 20 minutes from Bond University and the seminar accommodation.

[Brisbane International Airport](#) is the closest capital city International Airport and many international flights will fly into this destination. Brisbane International Airport is 1.5 hours from Bond University and the seminar accommodation.

Note that if your flight arrives at Sydney International Airport, you will then be required to take a domestic flight to the Gold Coast Airport.

It is recommended that you fly into Brisbane International Airport or Gold Coast Airport. Please provide your arrival and departure airport as a part of your registration process. Transport from the official airport to the hotel will be provided by the Local Organizing Committee and will be communicated to delegates approximately two weeks prior to the seminar. Delegates are required to pay for their own flight travel to Australia.

Visa

All visitors to Australia need a visa to enter the country. If you are not sure what type of visa you should obtain, visit [Australian Border Security](#) for more information or contact your closest [Australian consulate or High Commission](#). It is the responsibility of each participant to ensure they have the correct visa for entry into Australia. The organizing committee can assist with letters of invitation upon request. Delegates are required to pay for any visa costs themselves. **The Organizing Committee cannot assist with visa approvals** nor pay for any visa fees incurred. Delegates should note that the visa application process can take many weeks and delegates should register for the seminar as soon as possible, so an official letter of invitation can be issued.

All delegates are asked to bring:

- A hat/cap for outdoor activities
- Running shoes (and socks) for team building activities
- Flag of your country or region as recognised by FISU
- Mascot, toy, pins that symbolizes your country

Contact

If you have any questions, contact the organising committee member [Donna Spethman](#).

