# 1. Arrangements for Entry 2011.

1. The common language is English.

2. Entries may take part in the European Competition at intervals of 5 years free of participation, irrespective of their awarded medal.

3. Application to take part in the competition must be completed by the individual entry, using the entry form provided. To be received by the Secretary General by the end of the preceding year.

4. Following acceptance of the application, an identity questionnaire [also provided] is to be completed, giving background information on the entry. This is to be sent to the Secretary General by the end of February of the current year, to be passed on to jury members.

5. The final schedule of the jury's judging itinerary will be announced after their Spring meeting.

6. General advanced information about the entrant has to be provided for the Spring meeting of the jury. This can be in the form of small promotional brochures and/or a promotional CD/DVD.

7. A larger portfolio has to be provided with a maximum size of 20 sides of A4, [10 internal pages], giving details of the all year round activities of the entrant as they relate to the aims and objectives of Entente Florale. This should be in booklet form, and also available for electronic downloading. The portfolio booklet has to be sent directly to each jury member who will be visiting the entrant, by not later than the end of May.

8. When visiting the entrant, the jury will be guided by the country's own jury member. Costs and arrangements for jury travel, accommodation, and catering inside the country are to be the responsibility of the participating entrants and/or their national organisation. Travel costs from country to country are to be the responsibility of the jury members/national organisations themselves.

9. Every effort should be made to reduce travel costs, including early booking of flight tickets, and local agreements between geographically adjacent countries to share bus transport. All local agreements to be approved by the Secretary General, and their own national organisation. With the preliminary approval of their national organisation[s], observers take part completely at their own cost.

10. The beginning and end of a leg will be at the closest international airport to the entrant. At the beginning of a leg, jury members must be able to report to an agreed meeting place at the airport by 4.00pm on that day, or later by agreement if travel distances to the entrant allow. At the end of a leg, jury members must be returned to the airport by mid day at the latest or earlier by agreement if travel distances allow.

11. If possible, all jury members should be accommodated in one hotel in separate rooms. Luxury accommodation is not required. The required standard is for the rooms to be clean, preferably with air conditioning, have en suite facilities, and to be sufficiently large to enable a jury member be comfortable and relaxed.

12. All information for the arranged visit, the judging programme, and accommodation must be completed, and sent to the Secretary General for approval by mid May. This will then be passed on to the relevant jury member visiting.