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| Regulations 2011 doc 2/8 | Page 1 of 2 | State : feb 2011 |

2. Preparation for the Judging Tour 2011. **[Recommendations for Candidates [Entrants].**

1. All entrants should make good use of the information to be found on the Entente Florale web page www.entente-florale.eu

2. When preparing the tour, entrants should note that they will be assessed as a whole, the complete urban and/or countryside area within their landscape.

3. Preparations will be time consuming. The portfolio has to be produced, the programme has to be drafted, colleagues, sponsors and others involved in consultation, programmes and handouts for the judging day to be produced. The success of the assessment visit by the jury will depend on the preparation made by the national jury member in mentoring the entrant, and the collaboration of the various interested bodies. The most important objective during the preparation will be the arrangement of the tour, what to put in and what to leave out, to cover all the aims and objectives of Entente Florale within the designated time allowance for judging.

4. The timing allowed for the judging tour is critical and must be respected. The maximum timing allowed is based on population of the entrant as follows –

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| Population 30,001 plus | max.7 hours judging plus a maximum of 1 hour for lunch. |
| Population 5,001 – 30,000 | max.6 hours judging plus a maximum of 1 hour for lunch. |
| Population up to 5,000 | max.4 hours judging plus a maximum of 1 hour for lunch. |

The jury will strictly adhere to the time schedule, therefore planning should include knowing in advance which presentation points to leave out if time runs short.

5. The information provided for the jury at the beginning of the tour should include

A map so the jury member can relate the tour to the overall geography.

A tour guide showing the various stop off points with space for note taking.

6. The judging tour needs to be well prepared and organised. A suggested programme is to divide it into 2 sections, a) a welcome and introduction of the Jury, a short presentation, or PP or DVD presentation, and b) the assessment tour through the urban area and landscape. The most important areas should be visited by foot, longer distances between “stopping off” points by coach. It is not necessary or desirable to use unusual means of transport. Jury members have the personal right to refuse the arranged transport, if, in their view, it carries a risk to their personal safety or comfort.

7. Because of the close relationship between projects, and the individuals, volunteers, and sponsors who are involved, the projects should be presented by those responsible, and their involvement made clear.
8. The jury appreciates meeting as many representatives of the community as is practical, in order to be able to judge the involvement of all sections of the community. In particular, commitment must be demonstrated by the public sector [the municipality], the private sector [commercial bodies, businesses and organisations] and the voluntary sector [individuals and groups undertaking activities as a leisure or unpaid interest].
9. The time given for assessing any project or area within the programme should be in relation to their importance in the total context of the judging criteria.
10. If a translator is required at any stage of the judging tour, ensure that they are competent for the task, and fully briefed to only repeat accurately what is being presented.
11. For the comfort of jury members, plan sufficient breaks, and due to uncertain weather, umbrellas for rain and sufficient drinks if it is hot.
12. The tour should end at an appropriate facility, where a room can be provided for the jury to meet for an initial private deliberation. This may be followed by a short private meeting with representatives of the entrant to give initial feedback.
13. The press should be advised beforehand that time will be given for one posed photograph of the jury either at the beginning or end of the tour, or at lunchtime. Press or television interviews need to be negotiated with the jury chair, and can be arranged to take place during the day as long as they do not impede the judging process. The press must not approach individual jury members on the tour when judging is taking place.