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### **3. Requirements for the Assessment programme. 2011**

1. When visiting an applicant for judging purposes, it is necessary for the jury to be confident that they are going to be able to operate properly and effectively to gain the best and most accurate judging result. To ensure that all applicants get the best opportunity and to be fair to all, the following elements of the arrangements and organisation are required as essential to the judging process, and will be required of all entrants.
2. The assessment tour when judging is undertaken remains the total responsibility of the entrant.
3. A full programme of the jury's stay must be produced by each entrant and be provided to the Secretary General, and Chair of the Jury, for approval by mid May. Unless with prior agreement, the programme must comply with the regulations and guidelines, otherwise it will be rejected.
4. Along with the assessment tour must be included adequate time for the initial deliberations, and the press conference along with adequate time for the jury members to prepare for any social event arranged afterwards. Entrants are referred to the suggested blueprint programmes for a judging day with maximum 7 hour, 6 hour and 4 hour assessment tours.
5. If an entrant intends to arrange a programme with different time allocations, then written approval must be obtained from the Entente Florale Europe Secretariat. The Chair of the Jury reserves the right to reject a programme that differs from the recommended time allocations.
6. The Jury team are visiting the entrant as judges, not tourists. If any extra events or activities are arranged during the jury's stay, then it is done on the understanding that any individual jury member's attendance is optional.
7. If other activities or visits are arranged where jury members attendance is deemed essential by the entrant, then written agreement from the Entente Florale Europe Secretariat must be obtained beforehand. Otherwise jury members reserve the right to treat them as optional.
8. Whilst hosting the jury, there will be one official dinner. Other mealtimes and any activities outside the judging period will be unofficial.
9. At the beginning of a judging leg, the jury require a facility for a 1 hour familiarisation meeting. At the end of each leg, [except the final leg when there is an extra final deliberations day], the jury require a facility for 2 hours for initial deliberations.
10. The Jury's itinerary takes more than 40 days divided into 3 or 4 legs. Apart from the assessment tour proper, some time has to be allowed for relaxation. Therefore, evening

invitations to the jury for formal or informal events should not extend longer than 2 hours 30 minutes and should be completed by 22.30 hours at the latest.

11. The Jury travels by coach, train and plane with each leg between 10 and 14 days duration. Personal effects and documentation will generally result in relatively heavy luggage. If only for this reason alone, entrants are requested to confine any gifts to small, token souvenirs of the visit. Jury members may need to leave behind extra documentation given on the day.