



Global Seminar 2014

Frankfurt / Germany

July 13 – 20, 2014

Information Guide

1 Welcome to Frankfurt

Since the Middle Ages this former free city, located on the Main River - a crossroads for European trade and commerce and the official venue for imperial coronations - has developed into one of Europe's most significant trade and finance centres.

In the course of its history, Frankfurt am Main has become a multifaceted and highly versatile European metropolis. With about 370 domestic and foreign credit institutes, the German Central Bank, the headquarters of the European Central Bank, and the stock-exchange, Frankfurt is today one of the world's most important international stock exchanges and finance centres.

The current population is almost 672,000, of which one third hold a non-German passport. Furthermore, 295,000 commuters arrive in Frankfurt on week days to work in one of the almost 570,000 jobs the city provides. Frankfurt is meanwhile the fastest growing city in Germany.

2 Time Schedule

Detailed time schedules for the various seminars will be handed out at registration.

2.1 Technical Controller and Technical Specialist Seminar – New (all categories)

Arrival:	Sunday, July 13, 2014
Start of seminar:	Sunday, July 13, 2014 – 18:00 h
End of Seminar:	Saturday, July 19, 2014 – 16:00 h
Departure:	Saturday, July 19, 2014 after 16:00 h

2.2 Technical Controller and Technical Specialist Seminar – Promotion (all categories)

Arrival:	Monday, July 14, 2014
Start of seminar:	Monday, July 14, 2014 – 18:00 h
End of Seminar:	Saturday, July 19, 2014 – 16:00 h
Departure:	Saturday, July 19, 2014 after 16:00 h

2.3 Technical Controller and Technical Specialist Seminar – Re-Certification (all categories)

Arrival:	Sunday, July 13, 2014
Start of seminar:	Sunday, July 13, 2014 – 18:00 h
End of Seminar:	Wednesday, July 16, 2014 – 16:00 h
Departure:	Wednesday, July 16, 2014 after 16:00 h

2.4 Technical Controller and Technical Specialist Seminar – National (Synchronized Skating ONLY)

Arrival:	Sunday, July 13, 2014
Start of seminar:	Sunday, July 13, 2014 – 18:00 h
<u>End of Seminar:</u>	<u>Friday, July 18, 2014 – 18:00 h</u>
<u>Departure:</u>	<u>Friday, July 18, 2014 after 18:00 h</u>

2.5 International Judges Seminar and Examination (Single/Pair Skating and Synchronized Skating ONLY)

Arrival:	Thursday, July 17, 2014
Start of seminar:	Thursday, July 17, 2014 – 12:00 h
End of Seminar/Examination:	Sunday, July 20, 2014 – 14:00 h
Departure:	Sunday, July 20, 2014 after 14:00 h

2.6 Data / Replay Operators Seminar

Arrival:	Tuesday, July 15, 2014
Start of seminar:	Tuesday, July 15, 2014 – 12:00 h
End of Seminar/Examination:	Saturday, July 19, 2014 – 16:00 h
Departure:	Saturday, July 19, 2014 – 16:00 h

3 Examination and Tests

3.1 Examination for Technical Controllers and Technical Specialist New and Promotion

All Technical Controllers New and Promotion must sit an examination in accordance ISU Rule 415 and 416, respectively Rule 813 and Rule 814 which requires them to complete a two part examination:

- (1) Written Examination based on ISU technical regulations including a technical element identification of one Short Program/Short Dance and one Free Skating/Free Dance both with a Program Content Sheet and one Free Skating/Free Dance without a Program Content Sheet.
- (2) Practical Examination as a member of a Technical Panel

3.2 Tests for Technical Controllers and Technical Specialists Re-Certification

The seminar for Re-Certification Technical Controllers and Technical Specialists will include a written test which contains a questionnaire as well as element identification which all participants have to attend.

3.3 Tests for National Technical Controllers and Technical Specialists Synchronized Skating

The seminar for National Technical Controllers and Technical Specialists Synchronized Skating will include a written test which contains a questionnaire as well as element identification.

3.4 ISU Examination to become International Judge

These ISU Examinations to become an International Judge will consist of two parts:

- (1) a written part including true or false and multiple choice questions and questions that require a written response in the English language, based on ISU Regulations and Technical Rules as well as pertinent ISU Communications, Handbooks and Manuals
- (2) a practical examination, based on a "competition simulation".

Please Note:

All test and examinations will be based on ISU Rules and Regulations 2014 (after the ISU Congress 2014) as well as all updated Guidelines and Communications will be valid and used for the seminars and examinations.

4 Travel Arrangements

4.1 Travel Expenses for Participants

Only candidates who are attending the **Re-certification Seminar as ISU Technical Controller / Technical Specialists** shall have their travel cost (economy class flight ticket or train or personal car up to price of economy class ticket) reimbursed as follows after the attendance of the seminars and upon receipt of an expense reimbursement request including supporting vouchers:

- Participants from Europe, up to a maximum of CHF 200 per person
- Participants from North America, South Africa and Asia, up to a maximum of CHF 500 per person
- Participants from Australia and Oceania, up to a maximum of CHF 800 per person

For all other participants of the ISU Global Seminar 2014 the full travel expenses will be borne by the Member concerned or the individual person attending the seminar.

4.2 Getting to the Hotel

There will be **no** pick-up service available at the Frankfurt Airport or the Frankfurt Main railway station(s). Please see the instructions below for getting to the hotel:

Arriving by Plane

The distance between the Frankfurt International Airport and the Leonardo Royal Hotel Frankfurt is approx. 14 km.

- **By public transportation**, it is about € 7.00 and takes 40 minutes to get from the airport to the hotel. Take the S-Bahn S8 or S9 direction "Hanau". Enter the S-Bahn S8 or S9 at the Airport Frankfurt Flughafen Regionalbahnhof and exit the S-Bahn S8 and S9 at "Konstablerwache". Leave the station "Konstablerwache" in direction Kurt-Schumacher-Strasse. From there take the bus No. 30 or 36 direction "Hainer Weg" and get off at bus stop "Südfriedhof" directly located at the hotel.
- **By taxi** it takes about 20 minutes to get from the airport to the hotel.
The rate for a taxi is approx. € 35.00.

Arriving by Train

Arrival from the main central station / Hauptbahnhof:

- **By public transportation**, it is about € 4.60 and takes 20 minutes. Take the S-Bahn S1, S2, S3, S4, S5, S6, S8 or S9 at "Konstablerwache". Leave the station "Konstablerwache" in direction Kurt-Schumacher-Strasse. From there take the bus No. 30 or 36 direction "Hainer Weg" and get off at bus stop "Südfriedhof" directly located at the hotel.
- **By taxi** it is about € 15.00 and takes 15 minutes

Arriving by Car

Google Map link: [Leonardo Royal Hotel Frankfurt, Mailänder Straße 1](#)

Information for Public Transportation in Frankfurt

Please visit the following webpage for detailed schedules for public transportation (S-Bahn, U-Bahn, bus) in Frankfurt:

Internet: <http://www.rmv.de/en/>

Mobile devices: http://smobil.rmv.de/rmv_mobile_1.html?sprache=englisch

5 Accommodation

5.1 Hotel

All participants of the ISU Global Seminar will be accommodated at the:

**Leonardo Royal Hotel Frankfurt
(ex. Holiday Inn Frankfurt City-South)**

Mailänder Straße 1

D - 60598 Frankfurt / Main

Phone: ++49 69 68 02 0

Fax: ++49 69 68 02 333

Homepage: <http://www.leonardo-hotels.de/deutschland-hotels/hotel-frankfurt/leonardo-royal-hotel-frankfurt>

The **Leonardo Royal Hotel Frankfurt** (former Holiday Inn Hotel Frankfurt City-South) is located in the residential villa area of "Sachsenhausen" one of the leading addresses in hotels offering conference and seminar facilities in the Main metropolis.

The hotel facilities include several restaurants, cocktail-bar, bar-cafeteria, 19 meeting rooms, fitness room, sauna and whirlpool.

5.2 Accommodation and Meals for Participants covered by ISU

The accommodation for participants covered by the ISU will be as following:

- **Participants New Technical Controllers / Technical Specialists Seminars**
Accommodation and full board covered by ISU from **Sunday, July 13, 2014 (dinner)** to **Sunday, July 20, 2014 (breakfast)**.
- **Participants Promotion Technical Controllers / Technical Specialists Seminars**
Accommodation and full board covered by ISU from **Monday, July 14, 2014 (dinner)** to **Sunday, July 20, 2014 (breakfast)**.

Important Notice for candidates for NEW and PROMOTION Technical Controllers and Specialists:

As per ISU Communication 1840, paragraph 7.1 (page 4):

"Candidates, who fail the examination, must cover the expenses by themselves or through the respective Member."

For this purpose the respective ISU Member Federation would be invoiced from the ISU after the conclusion of the ISU Global Seminar 2014.

- **Participants with status ISU Technical Controllers / ISU Technical Specialists Re-Certification Seminars**
Accommodation and full board covered by ISU from **Sunday, July 7, 2014 (dinner)** to **Thursday, July 17, 2014 (breakfast)**.

Any accompanying person to a participant of a seminar has to pay half of the room rate of the twin-bed room (€ 59.00 for half of the room rate per night).

In exceptional cases and in agreement with the ISU Secretariat, the coverage of the accommodation period can be enlarged due to the flight arrangements. **Such exceptions must be agreed in writing by the ISU Secretariat before making the respective flight arrangements.**

Meals

Breakfast is included in the room rate of the hotel. For lunch and dinner, vouchers will be provided to the above mentioned participants.

Miscellaneous

Extra nights, phone, mini bar or any other extras must be covered by each individual and be paid directly to the hotel before checking-out. The hotel accepts all major credit cards.

The attached participation form needs to be returned to the ISU not **later than June 1, 2014**.

5.3 Accommodation and Meals for Participants NOT covered by ISU

Accommodation and Meals are **NOT** covered by the ISU and are at the **own expense** of the participants for the following:

- **Participants with the status “International Technical Controller” / “International Technical Specialist” taking part at the Re-Certification Seminars**
- **Participants taking part at the National Technical Controller / Technical Specialist seminar**
- **Participants taking part at the ISU Seminar and Examination International Judges**
- **Participants taking part at the Data/Replay Operators seminar**

The hotel rate for a single room is **€ 88.00** per room/night including a breakfast buffet.

The rate for a twin-bed room is **€ 118.00** per room/night including a full breakfast buffet (€ 59.00 per person).

Should a participant entered by an ISU Member at own expense require to share a room with a participant covered by the ISU it is understood, that each party will pay half of the twin-bed room rate.

The rate mentioned as above is a special rate and cannot be booked directly with the hotel this special rate also includes the use of conference facilities.

All booking requests need to be sent with the official participation form to the ISU Office by **June 1, 2014** latest.

The room rate needs to be paid directly to the hotel prior to departure.

Meals

Breakfast is included in the room rate of the hotel. For lunch and dinner all participants not covered by the ISU may purchase meal tickets at the registration / information desk. The rate for 1 Meal Ticket (lunch or dinner) is € 25.00. Meal ticket can only be purchased at the ISU Event Office (room Hessen).

Miscellaneous

Phone, mini bar or any other extras must be covered in addition by each individual and be paid directly to the hotel before checking-out. The hotel accepts all major credit cards.

6 Registration / Information**Registration**

The registration for all participants will take place in the Conference Centre of the Leonardo Royal Hotel Frankfurt (1F):

Sunday, July 13, 2014	12:00 h – 19:00 h	Room München
Monday, July 14, 2014	12:00 h – 19:00 h	Room München
Tuesday, July 15, 2014	09:00 h – 13:00 h	Room Hessen
Thursday, July 16, 2014	09:00 h – 13:00 h	Room Hessen

Information

For all requests and information required during all days of the Seminar please contact us at the ISU Event Office **Room “Hessen”** of the Conference Centre of the Leonardo Royal Hotel Frankfurt (1F).

8 Important Contacts

Country Code Germany +49 Area Code Frankfurt (0)69

Leonardo Royal Hotel Phone: +49 69 68 02 0 Fax: +49 69 68 02 333

Organizing Team

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Rail Information Hotline Phone: 11861

Frankfurt International Airport - Information

Info Hotline Phone: +49 180 5 3724 636 or +49 69 690 0

We wish you a pleasant journey to Frankfurt and a successful participation in the seminar.

Your Organizing Team