

## Checklist for Hosting Education Programmes

The checklist below is designed to guide programme hosts in their planning. Please note that World Para Athletics reserves the right to require additional steps for certain programmes.

Programme Host	Timeline	Status
Clarify funding available / apply for funding	9-12 months	
Apply for education programme with World Para Athletics	6 months	
Receive confirmation from World Para Athletics and sign host agreement	5 months	
Arrange programme facilities (meeting room and equipment)	5 months	
Start participant invitation and application process, in collaboration with World Para Athletics	5 months	
World Para Athletics to send Educator contact details to host	4 months	
World Para Athletics and host select participants	3 months	
Distribute online voucher codes to participants (if applicable)	3 months	
Make travel arrangements (visa support, flights, ground travel)	3 months	
Arrange accommodation and meals (min. 3 star hotel European std.)	2 months	
Only for classification programmes: arrange athletes for third day of the programme (classification practice)	2 months	
Only for classification programmes: provide Educators and World Para Athletics with athlete information	1 month	
World Para Athletics to provide Educators with participant information	1 month	
Print programme material, if requested by World Para Athletics	7 days prior	
Take photos of the programme and share with World Para Athletics	during programme	
Provide feedback and other necessary documentation to World Para Athletics	15 days post	