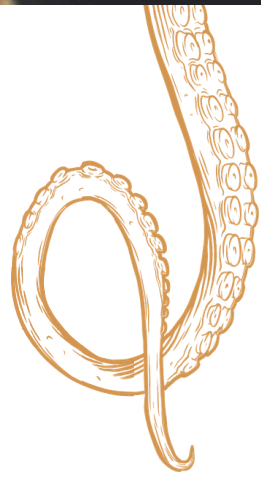


EAZA ACADEMY - Tutor Support Guide

Thank you for your interest in becoming a tutor or delivering a workshop for EAZA. We appreciate you volunteering your time and expertise.

This guide explains the workshop process and what to expect when planning and delivering a course.



1 Proposing a New Workshop

If you have a new workshop idea:

- Complete the EAZA Academy Workshop Concept Note
- Submit it to the Academy Manager

Idea then must be approved by the Academy Manager

You do not need all details finalized, initial ideas are welcome.

2 Choosing a Date

- Contact the Academy Manager to agree on a suitable course date.
- The Academy Manager maintains a course schedule (prospectus) planned at least one year in advance.
- If your workshop is less than a year away, this is still possible, there is flexibility to add new courses each year.

3 Location

Course location depends on several factors, including VAT regulations.

Currently, EAZA courses can be held in:

- Spain
- Belgium
- Germany
- Poland
- Slovenia
- France
- Denmark
- UK

Additional countries may be added over time, and this list will be updated accordingly.

4 Course Duration

Most courses are 2–4 days long.

- A minimum of 2 days allows:
 - Day 1: theory and introduction
 - Day 2: practical application
- Courses can run up to 5 days, though 4 days is recommended as a maximum.
 - Exceptions exist (e.g. Introduction to Animal Welfare – 5 days).

5 What EAZA Covers

EAZA will support tutors by covering:

- Travel
- Accommodation
- Meals (during the course and travel days)

Expenses

- You will receive a Tutor Expense Form to record all costs.
- EAZA can arrange and pay for travel and accommodation in advance if preferred.
- Reimbursement is typically processed within 2 weeks after submitting the form.

Currency Guidance

- Please convert expenses into euros (€) where possible.
- If all expenses are in one currency, you may keep them in that currency.
- Avoid mixing multiple currencies in one form.

Additional Thank You

- Tutors receive a €50 Amazon gift voucher as a token of appreciation.

6 Supplies and Materials

EAZA will purchase any materials needed for your course. Please inform the Academy Manager well in advance, so costs can be included in the course budget.

7 Course Pricing

Course fees are based on:

- Number of participants
- Catering costs
- Venue/room rental
- Materials
- Tutor expenses
- Course duration

8 Planning Timeline

To support participants with planning, all course details must be finalized at least 6 months in advance.

Example timeline:

- December 2026: Submit workshop concept
- May 2027: Send draft outline/schedule
- April 2028: Final course details due
- May 2028: Registration opens
- October 2028: Course takes place

Earlier planning is always encouraged.

9 Questions and Support

If you have any questions or need support at any stage, please contact the Academy Manager, academy@eaza.net

We are very pleased that you are interested in becoming an EAZA tutor and look forward to working with you.