

Registration form

Intensive summer Course Structural Funds

Brussels, 6-10 September 2010

Personal details	
Name and organisation	
First name	
Last name	
Title	
Organisation	
Department/unit	
Position	
Address	
Visiting address	
Postcode, City	
Country	
P.O. Box	
Postcode, City	
Country	
Invoice address	(if different from above)
Attn.	
Address	
Postcode, City	
VAT number	
Contact	
Phone number	
Mobile number	
Fax number	
E-mail address	
Web address	

Structural Funds details (this will be help us to tailor the training to your needs)

Do you have a project idea?

Yes, please explain

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.....

Maybe, please explain

.....

.....

.....

No

To which programme will you submit your proposal (probably)? If you have more than one option, please mention these.

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When do you intend to submit your project proposal?

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What would be most helpful for you in the training? What would you like to learn?

.....

.....

Further details

What is your level of English?

Excellent

Good level of understanding

Limited

Are you vegetarian or do you have other dietary requirements? (in the latter case, please provide details)

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Any other requirements:

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Training fee

Training fee is €1,950 (excluding VAT).

The fee includes dinner, drinks and lunches, coffee and tea, course material, follow-up through ECORYS Academy extranet access. It does not include accommodation and travel.

***Applicants registering before the 1st July will benefit from the early registration discount: €1650 excluding VAT).**

I understand by submitting my name and by signing this form, that I am committing myself to attend the Intensive summer Course Structural Funds in Brussels and that I agree with the General Conditions. Cancellation is possible until one month before the training.

You will receive the first invoice for the deposit as soon as possible. Please do not make any travel and accommodation arrangements until you receive the confirmation letter from ECORYS Academy. This will be sent to you at the latest 1 month before the course.

Name

Signature

Date

Please return the completed and signed form to:

E info@ecorysacademy.com

F +32-2-732.71.11, Attn. Cristina Nuñez

GENERAL CONDITIONS

Registration policy:

Following submission of the registration form, the participant undertakes to pay the total training fee. This sum should be paid within 30 days of receipt of the invoice. Upon receipt of this payment, the participant will receive a letter confirming that he/she is registered.

ECORYS Academy will guarantee a place for the participant after receiving this payment

If a training course becomes fully booked, the acceptance criteria will be date of payment of the invoice.

Participants are advised that they should not make travel and/or accommodation arrangements until they receive this confirmation.

Payment policy:

The training fee is 1,950€(excl. V.A.T.). The fee includes dinner, drinks and lunches, coffee and tea, course material, follow-up through ECORYS Academy extranet access. It does not include accommodation and travel.

The deposit and the final balance of the training fee should be transferred into the bank account indicated on the invoice with the following reference “Intensive summer Course Structural Funds; XX/YY (Month and Year of the chosen session), name of the Participant”.

Cancellation Policy:

Cancellation by the participant is possible up to 30 days before the beginning of the training course. The deposit will not be refunded under any circumstances.

Cancellation by ECORYS Academy: If ECORYS Academy *Cancels the training course, participants will receive a full (100%) refund.*