

## Registration form

### INTERREG Project Development Training Course

Brussels, 17-19 March 2010

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

**INTERREG details (this will help us to tailor the training to your needs)**

Do you have a project idea?

Yes, please explain .....

.....

.....

Maybe, please explain

.....

.....

.....

No

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

.....

.....

At what stage are you in developing your proposal? (project idea, partner search, proposal writing, finalising)

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.....

When do you intend to submit your project proposal?

.....

.....

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:

.....

.....

### Training fee

Training fee is €1,250 (excluding VAT).

The fee includes the training, 2 lunches, 1 dinner and course material.

It does not include accommodation and travel.

**\*Applicants registering before the 17th January will benefit from a reduction of €100**

I understand by submitting my name and by signing this form, that I am committing myself to attend the INTERREG Project Development Training Course 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. 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](mailto: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 a deposit of 30% of the total fee, which is non-refundable. This sum should be paid within 7 working 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 first invoice.

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

An invoice for the final balance will be sent to the participant immediately after the course. This invoice should be paid 30 days at the latest.

### **Payment policy:**

The training fee is 1,250€(excl. V.A.T.). The fee includes the training, 2 lunches, 1 dinner and course material. 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 “INTERREG Project Development Training Course; 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.*