

**School of Project Management & Leadership**

**Project Management Training Courses**

**- I Session: Sunday, 4 May - Sunday, 11 May, 2025**

**- II Session: Sunday, 1 June - Sunday, 8 June, 2025**

**- III Session: Sunday, 15 June - Sunday, 22 June, 2025**

**Each Session has same 5 days course topics. Applicants need to select one of the Session for participation.**

**Early Bird Application Deadline: 10 February, 2025Late Application Deadline: 31 March, 2025**

**** **Venue: Basel, Switzerland + Sightseeing Trip to Luzern / Boat Trip in Luzern Lake**

***Portfolio Photo***

 APPLICATION

**Please Select your Desired Program**

I Session Choice: Sunday, 4 May (Arriving) - Sunday, 11 May (Departure), 2025 Yes [ ]

II Session Choice: Sunday, 1 June (Arriving) - Sunday, 8 June (Departure), 2025 Yes [ ]

III Session Choice: Sunday, 15 June (Arriving) - Sunday, 22 June (Departure), 2025 Yes [ ]

I want to join Sightseeing Trip to Luzern / Boat Trip in Luzern Lake Yes [ ]

**Personal Details**

**1.** Name:

**2.** Surname:

**3.** Nationality:

**4.** Date of birth (dd.mm.yy):

**5.** Passport number:

**6.** Date of expire (dd.mm.yy):

**7.** Post address: (country, city, region, district, house, street, apart., zip code and etc.)

**8.** Office & Personal E-mail:

**9.** Cell / WhatsApp number (Please send invitation):

**10.** LinkedIn, Skype & Facebook addresses (Please send invitation):

**11.** Name of your School or Organization & Your Position (If available):

**12**. Reference Person (Name, surname, email, web page, tel. and etc.):

**13.** Relevant Embassy contacts: (E-mail address which we need to send invitation letter for visa process)

**14.** How did you hear about Project Management Courses?

**15.** How you will cover your participation fee amount?

- Myself Yes [ ]

- My work or study place Yes [ ]

- Family member Yes [ ]

- Friend or Colleague Yes [ ]

- Other Sources (Please specify) Yes [ ]

**Education** If doesn’t exist please state **N/A**

|  |  |  |
| --- | --- | --- |
| **Name & Email of University** | **Graduation Year** | **Degree Obtained** |
|   |   |   |
|   |   |   |

**Work Experience** If doesn’t exist please state **N/A**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** **mm/yyyy - mm/yyyy** | Country | **Name & Email of Company/Organization**  | **Title of Position** |
|   |   |  |  |
|   |   |  |  |

Motivation for Participation (Not more than 500 words)

|  |
| --- |
|  |

Special Needs

Do you have any special needs or requirements that the organizers should take into account during the **Training Courses** (e.g. dietary, vegetarian, disability, etc.)? **Yes** **[ ]  No [ ]  [ ]** If Yes Please specify

Please choose your Participation Fee payment options:

- Early Bird Application Fee with Single Room: 2150EUR            Yes [ ]

- Early Bird Application Fee with Double Room: 1900EUR Yes [ ]

- Early Bird Application Fee without Accommodation & Breakfast: 1500EUR Yes [ ]

- Late Application Fee with Single Room: 2550EUR Yes [ ]

- Late Application Fee with Double Room: 2300EUR Yes [ ]

- Late Application Fee without Accommodation & Breakfast: 1800EUR Yes [ ]

**B) Trip to Lucerne & Boat Trip in Lucerne Lake (Available Upon Request during Free Day)**

- Participation Fee: 190EUR Yes [ ]

C) Additional Expenses & Discounts

- Additional night stay in Single room includes breakfasts and local city transport ticket: Yes [ ]

- Additional night stay in Double room includes breakfasts and local city transport ticket: Yes [ ]

If yes please inform us how many Single or Double room stay nights you need before and after the training program to stay in our event or partner hotel \_\_\_\_\_\_Nights

- Welcome meeting in Basel Airport, Personal Driver and transfer to hotel: 130EUR per person Yes [ ]

- I am Alumni of IPD programs (10% discount) Yes [ ]

- I am student (10% discount) Yes [ ]

- I am small NGO representative (10% discount) Yes [ ]

- I am paying together with group of participants (More than 2 person for 10% discount) Yes [ ]

- I am **ProPeace** Member (For 10% discount please visit [www.ipdinstitute.ch](http://www.ipdinstitute.ch)) Yes [ ]

**Cancellation Rules & Procedure**

Below stated high cancellation prices stated because of to prevent the mass application submission of non-serious people and prevent the financial risks of accommodation expenses.

Please note that after submission of the application, any participation cancellation until **3 March, 2025** the charge will be **750€** from the paid participation fee for the administrative charges.

For participation cancellation between **3 March** and **7 April, 2025** the charge will be **1350€** (not including bank transfer and exchange rates costs) for the participants from the paid participation fee for the administrative charges.

For participation cancellation after **7 April, 2025,** there will be no refund on the paid participation fee.

Participant responsible to inform IPD directly by email or post about his/her participation cancellation.

**Bank Account Information to Transfer the Participation Fee**

Beneficiary`s Name: Institute for Peace and Dialogue (IPD)

Bank Name: PostFinance Ltd

Bank Address: Mingerstrasse 20, 3030 Bern, Switzerland

Account number: 91-577724-2 EUR

IBAN: CH 27 0900 0000 9157 7724 2

SWIFT code: POFICHBEXXX

**Declaration of the Applicant**

By submitting this **Application Form,** I confirm that all the information given in this form is correct, true and complete. I also confirm that I agree to the following conditions of participation:

**Yes** [ ]  I will actively join each of the activities during the training program.

**Yes** [ ]  I understand that the organiser reserves the right to exclude the participant from the course in case information given in the form proves to be incorrect or because of misconduct at the training program.

**Yes** [ ]  I confirm that I don’t have any refusal and grant IPD with irrevocable right using of my photos in IPD promotional works, materials and website for irrespective of time and place

**Yes** [ ]  I will respect to other nations and race during the training program

**Yes** [ ]  I confirm the participation cancellation rules & conditions

**Name & Surname:**

**Date/Place:**

**Contact person for any questions:**

Mr. Fakhrinur Huseynli

Director

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LinkedIn Profile: https://www.linkedin.com/in/fakhrinur-huseynli-574776223/

**Follow us on Facebook**

<https://www.facebook.com/Institute-for-Peace-Dialogue-105141534911793/?ref=page_internal>

**If you have any problem to contact with us via your office email, then please try to write us via online contact form or via your personal email or via LinkedIn or via Skype and inform your**

**IT Department about the existed technical problem**

**We are looking forward to seeing you in our Project Management Courses**



**IPD Training Programs: Theory - Practice - Research - Exchange - Networking - Contribute**