

**TOPICS: Mediation, Conflict Management, Leadership,  
Trauma Healing & Cross Cultural Communication**

**International Academic Training Program: 29 October - 04 November, 2017 (7 Days)**

**3 Month CAS-Research Program: 29 October, 2017 - 25 January, 2018 (90 Days)**

***Application Deadline: 07 August, 2017***

**Event Place: Baar, Switzerland**

**IPD Academic Programs: Theory - Practice - Research - Exchange - Networking – Contribute**

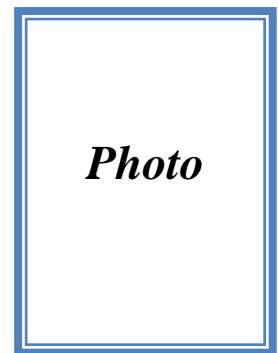
**We bring together State, Private and Public Sector**

**PLEASE CHOOSE YOUR AUTUMN PROGRAM PERIOD:**

- **International Academic Training:** 29 October - 04 November, 2017 (6 Days) Yes  No   
- **3 Month CAS - Research Program:** 29 October, 2017 - 25 January, 2018 (90 Days) Yes  No

**PERSONAL DETAILS**

1. Name:
2. Surname:
3. Nationality:
4. Date of birth (dd.mm.yy):
5. Place of birth:
6. Passport number:
7. Date of issues (dd.mm.yy):
8. Date of expire (dd.mm.yy):
9. Place of issues:
10. Post address: (country, city, region, district, house, street, apart., zip code and etc.)
11. Office & Personal E-mail:
12. Cell number:
13. Skype, MSN, Facebook and etc.:
14. Name of your Organization & Your Position:
15. Contacts of your Organization (Full address, email, web page, tel. & fax) & Reference Person:
16. Relevant Embassy for contacts: (Embassy mail, e-mail and fax address which we must send copy of the invitation letter)
17. How did you heard about IPD International Training Programs?
18. How you will cover your participation fee amount?  
- Myself Yes  No   
- My work or study place Yes  No   
- Family member Yes  No   
- Friend or Colleagues Yes  No   
- Scholarship or Sponsorship (Please specify the financial aid source) Yes  No



**EDUCATION**

Name & Email of University	Length of Studies mm/yyyy - mm/yyyy	Degree Obtained (For example: MA in Political Science)

**PARTICIPATION AT THE RELEVANT TRAINING, SEMINARS AND ETC.**

Year	Country	Organizer' name & email	Topic

**WORK EXPERIENCE**

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

**LANGUAGE SKILLS**

Language	Speaking	Writing	Reading
Mother Language (Please specify)			
English Language			
Other language?			

Please outline your motivation, intention and interest for attending in the International Academic Training. (Not more than 500 words)

**SPECIAL NEEDS**

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

**FEE & ACCOMMODATION REQUEST: Please choose your accommodation and fee type:**

**7 Days International Academic Training Fee:**

- Participation Fee with Double Room (Room for 2 participants) stay: 1650EUR Yes  No
- Participation Fee with Single Room (Room for 1 participant) stay: 1850EUR Yes  No
- Participation fee without accommodation and dinner: 800EUR Yes  No

### **B) 3 Month CAS-Research Program Participation Fee with Accommodation:**

- CAS-Research Program + 7 Days Trainings with Double Room stay: **5100EUR** Yes  No   
- CAS-Research Program + 7 Days Trainings with Double Room stay: **5500EUR** Yes  No

### **C) 3 Month CAS-Research Program Participation Fee without Accommodation**

- CAS-Research Program + 7 Days International Academic Training: 2500EUR Yes  No

**Visa:** Do you need visa to travel Switzerland? Yes  No

### **APPLICATION DEADLINE & PARTICIPATION PROCEDURE STEP BY STEP**

Interested participants have to be sent the filled application in **WORD format** include **CV, scanned Passport Page (Only photo page)** by email to [fhuseynli@ipdinstitute.ch](mailto:fhuseynli@ipdinstitute.ch) not later than **07 August, 2017** and please name your documents as **“NAME” “SURNAME” “COUNTRY” “DOCUMENT NAME”**

1. Submitting filled application in WORD format, CV + scanned passport page till the deadline
2. Participant will receive Invoice to start the payment of the requested participation fee amount
3. When the requested fee transferred to the mentioned bank account, participant will receive invitation letter via email and if there have visa application process we will send invitation letter by post and also to the relevant embassy by fax or email.

**NOTE:** We strongly advice to the participants to submit the filled application as soon as it's possible, if they request visa to enter Switzerland and who needs more financial documentation period in the work place for his/her participation.

### **CANCELLATION RULES & DATES OF PARTICIPATION**

Please note that after submission of the application in any case of the participation cancellation till the **15 August, 2017** the charge will be **650€** (Plus bank transfer and exchange rates costs will be extra charge) for the participants of **7 Days International Academic Training** or **1500€** (Plus bank transfer and exchange rates costs will be extra charge) for the participants of **3 Month CAS-Research Program** (Plus bank transfer and exchange rates costs will be extra charge) from the paid participation fee for the administrative charges.

Participation cancellation between **15 August, 2017** till the **02 October, 2017** the charge will be **1000€** (Plus bank transfer and exchange rates costs will be extra charge) for the participants of **7 Days International Academic Training** or **2700€** (Plus bank transfer and exchange rates costs will be extra charge) for the participants of **3 Month CAS-Research Program** (Plus bank transfer and exchange rates costs will be extra charge) from the paid participation fee for the administrative charges.

Participation cancellation after **02 October, 2017** there will be no refund on paid participation fee.

### **BANK ACCOUNT INFORMATION TO TRANSFER THE PARTICIPATION FEE**

#### **Payment in EUR Currency:**

Beneficiary's Name: Institut für Frieden und Dialog (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

Please write **“Peace”** in your own language: \_\_\_\_\_

## 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:

- ◆ I am motivated, willing and available to engage the activities in **Conflict Management, Cross Cultural Communication, Leadership, Mediation and Trauma Healing** afterwards the International Academic Training.
- ◆ I will not arrive late or depart early.
- ◆ I will actively join each of the activities during the International Academic Training.
- ◆ 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 International Academic Training.

**Name & Surname:**

**Date:** \_\_\_\_\_

## Contact person for any questions:

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E: [fhuseynli@ipdinstitute.ch](mailto:fhuseynli@ipdinstitute.ch)  
[www.ipdinstitute.ch](http://www.ipdinstitute.ch)

**We are looking forward to see you in our programs!**

