

**8<sup>TH</sup> INTERNATIONAL SUMMER ACADEMY 2012 • BERLIN-BRANDENBURG • GERMANY**

**„SYSTEMIC CHANGE IN TERRITORIES“**

**JULY 2<sup>ND</sup> - 6<sup>TH</sup> 2012**

PLEASE ANSWER ALL CATEGORIES LISTED BELOW - DO NOT SKIP ANY ANSWERS

## PERSONAL DETAILS

Mr

Ms

\_\_\_\_\_  
Last name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Date of birth (dd-mm-yyyy)

\_\_\_\_\_  
Country you live in

\_\_\_\_\_  
Country in which you apply for  
Entry-Visa to Germany

## JOB / OCCUPATION

\_\_\_\_\_  
Your job title / occupation

\_\_\_\_\_  
Name of Organisation

\_\_\_\_\_  
Postal address (job) - street

\_\_\_\_\_  
Postal address (job) - zip code

\_\_\_\_\_  
Postal address (job) - country

\_\_\_\_\_  
Street

\_\_\_\_\_  
Zip code

\_\_\_\_\_  
Country

\_\_\_\_\_  
Postal address to which invoice  
must be issued (if different to ad-  
dress above)

## CONTACT

\_\_\_\_\_  
Fax number

\_\_\_\_\_  
email

\_\_\_\_\_  
Skype-ID

\_\_\_\_\_  
Your fixed phone number\*

\_\_\_\_\_  
Your cell phone number\*

\* incl. country and city code

**THANK YOU VERY MUCH**

**NOW PLEASE READ THE FOLLOWING**

We do not apply a first come first served admission policy. Rather we selected experienced practitioners to optimize the possibilities of knowledge sharing and networking. Therefore it is in your own interest to provide us with detailed information.

<p>What is your personal practical experience in Private Sector Development (PSD)? (Briefly list concrete activities, projects, organizations and countries in which you are/were active)</p>	
<p>Please tell us about your motivation and your personal expectation with regard to the Summer Academy!</p>	
<p>What are specific questions you bring to the Summer Academy and which ones would you like to get answered?</p>	
<p>Briefly explain what you would like to share with other participants of the event!</p>	

Mesopartner reserves the right to confirm or reject admission according to the information given in the table above. In order to turn the summer academy into a quality experience, we aim at a fair mixture of PSD practitioners from different organisations, countries and professional backgrounds. The maximum number of participants is 25. If the number of applications should exceed 25, Mesopartner will introduce a waiting list with a preference for experienced PSD practitioners.



**EARLY BIRD TUITION FEE**

**REGULAR TUITION FEE**

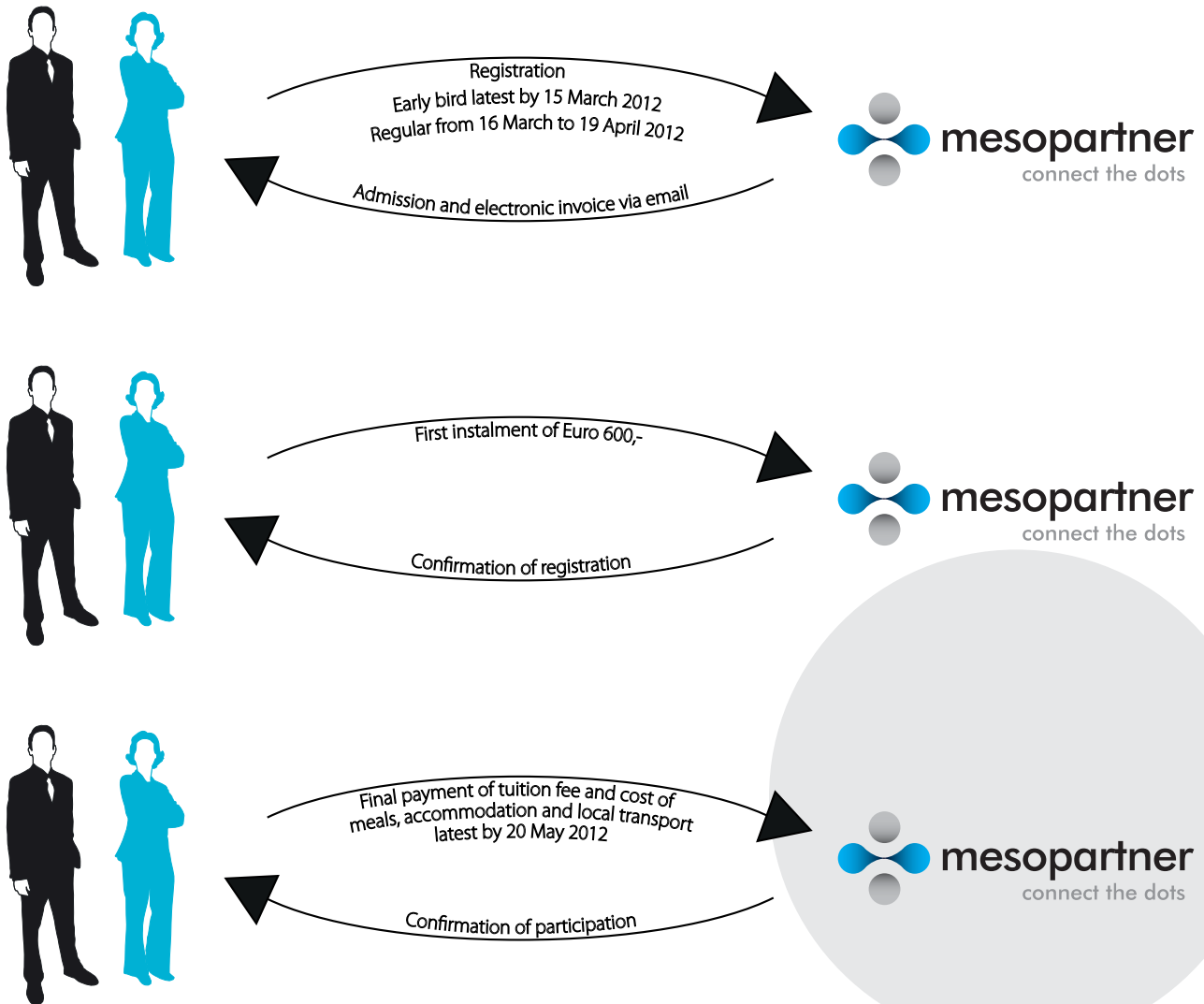
<ul style="list-style-type: none"> <li>• Early bird tuition fee: € 1.250,- (incl. 19% VAT)</li> <li>• Send your registration latest by 15<sup>th</sup> March 2012</li> </ul>	<ul style="list-style-type: none"> <li>• Regular tuition fee: € 1.490,- (incl. 19% VAT)</li> <li>• For all registrations sent from 16<sup>th</sup> March to 19<sup>th</sup> April 2012</li> </ul>
<ul style="list-style-type: none"> <li>• With your registration a first instalment of <b>€ 600</b> is due, payable <b>immediately</b> after reception of our electronic invoice (pdf)</li> <li>• Your registration will be confirmed upon receipt of the first instalment</li> <li>• Your participation can only be confirmed after reception of the final (full) payment</li> </ul>	

**THE COSTS OF € 1.495,- INCLUDE**

**THE COSTS OF € 1.495,- EXCLUDE**

<ul style="list-style-type: none"> <li>• meals</li> <li>• local transport</li> <li>• topical excursions</li> <li>• accommodation from 1<sup>st</sup> to 6<sup>th</sup> July (until 7<sup>th</sup> July, if flights from Germany to your country leave before 18:00)</li> <li>• a pick-up and drop-off at Berlin airport, or at Berlin Main Train Station (Berlin HBF)</li> </ul>	<ul style="list-style-type: none"> <li>• transport from your country to Berlin airport</li> <li>• or transport to/from the Berlin Main Train Station (Berlin HBF)</li> </ul>
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Once Mesopartner confirms admission, the registration procedure is as follows:



For any further inquiries, please get in touch with our assistant Ute D. Mayer,  
[udm@mesopartner.com](mailto:udm@mesopartner.com) (Skype-ID: utedmayer).

If you have to cancel your participation, the following refund policy applies:

- If you cancel before 22<sup>nd</sup> April 2012 your instalment will be fully reimbursed
- If you cancel until 20<sup>th</sup> May 2012, 50% of the instalment will be reimbursed
- If you cancel after 20<sup>th</sup> May 2012, the instalment will not be reimbursed

**Visa:**

Please verify whether you need a Visa to enter Germany. Consult the German Embassy or Consulate closest to you **and** prior to your visit at the embassy/consulate, please check here:

**[http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen\\_node.html](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html)**

Please note that it will take at least for the Visa to be emitted. Please apply for your Entry-Visa before June! We will send you a letter of invitation to accompany your Visa application, once you ask us to. Application of your Entry-Visa must be done in person and cannot be delegated. Remember that your passport has to be valid for 6 more months after leaving Germany.

**Health insurance:**

You will need to submit a proof of health insurance covering at least € 30.000 when you apply for a Visa at the German Embassy in your country. Please enquire with your health insurance / health plan provider whether it covers health-related expenditure in Germany. Alternatively, you may submit a travel-insurance for your trip to Germany. Alternatively, we can arrange health insurance for you at a cost of approx. € 30.

Depending on the date of your registration, the total fee will amount to (in Euros\*)

**EARLY BIRD UNTIL 15<sup>TH</sup> MARCH 2012****REGISTRATION AFTER 15<sup>TH</sup> MARCH 2012**

1.250,- + 1.495,- = <b>2.745,-</b>	1.490,- + 1.495,- = <b>2.985,-</b>
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\* VAT of 19% included in all amounts

## HOW TO SAVE AND SEND THIS DOCUMENT

It just takes two steps to send your application form to Mesopartner!

**Step 1:** Please save this document as a pdf-file!

**Step 2:** Send your saved application form by email to Ute D. Mayer, [udm@mesopartner.com](mailto:udm@mesopartner.com)

Alternatively, fax it to **+49 3212 255 19 66**

Ute will inform you whether we can still accept registrations, and if we do, how and where to transfer the first instalment. Please do not apply for participation if you have not first received approval from your organization!

By sending this form to Mesopartner, you recognize to have read, understood and accepted the terms of payment & registration specified in this document!

**Disclaimer**

Please note that Mesopartner cannot be liable for any losses or injury that you sustain during your visit. Please make arrangements for appropriate insurance for the duration of your visit to Germany, not only in respect of personal health but also regarding accident and possessions.

Please note that you will be personally responsible for all charges and expenses incurred which are not funded by your sponsoring organisation.

Note that Mesopartner is not in a position to provide any bursaries or conduct fund raising on your behalf.