

International Winter Academy

Baar, Switzerland

Call for Participants

Please choose your Winter Program period:

- **II Winter Academy:** 17 - 26 February, 2017 (10 Days) Yes No
- **3 Month CAS - Research Program:** 17 February – 16 May, 2017 (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 Winter 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 Winter Academy. (Not more than 500 words)

Special needs

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

Fee & Accommodation Request: Please choose your accommodation and fee type:

Winter Academy Fee:

- Double Room (Room for 2 participants) for 10 Days Winter Academy: 1850EUR Yes No
- Single Room (Room for 1 participant) for 10 Days Winter Academy: 2000EUR Yes No
- Participation fee without accommodation and dinner: 1000EUR Yes No

NOTE: We will request to pay less participation fee than normal participation fee amount in case if the participation fee transferred before the **01 November, 2016**. Please read more about the conditions and **early registration prices** in the IPD winter academy web page.

3 Month CAS-Research Program Fee:

- Double Room (Room for 2 participants) for 90 Days Program: 6800EUR Yes No
- Single Room (Room for 1 participant) for 90 Days Program: 7100EUR Yes No

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

Deadline:

Deadline for submission of filled application via email to fhuseynli@ipdinstitute.ch and payment of the participation fee is **15 November, 2016**. Only selected and paid candidates will be informed about the next steps and will receive additional materials on relevant **IPD International Winter Program**.

Please send your application in **WORD format** with your **CV, Passport Page (Only photo page)** and name the documents as **“NAME” “SURNAME” “COUNTRY” “DOCUMENTS NAME”**

We strongly advice to the participants to submit the filled application as soon as it`s possible, who needs visa to enter Switzerland and who needs more financial documentation in the work place for his/her participation.

Participation Procedure Step by Step:

1. Submitting Filled Application in WORD format, CV + scanned passport page
2. Participant will receive the Invoice to start the payment of the requested participation fee amount due to the offered deadline.
3. After receiving the participation fee, participant will receive the unconditional letter via email and if there is required visa application process IPD will send invitation letter by post and also to the relevant embassy by email or fax.

Cancellation Rules & Dates of Participation

Please note that after submission of the application in any case of the participation cancellation till the **25 December, 2016** the charge will be **600€** (Plus bank transfer and exchange rates costs will be extra charge) will be deducted from the participation fee for the administrative charges.

Participation cancellation between **25 December, 2016** till the **15 February, 2017** the charge will be **1000€** (Plus bank transfer and exchange rates costs will be extra charge) for **10 Days Winter Academy** or **2500€ for 3 Month CAS-Research Program** (Plus bank transfer and exchange rates costs will be extra charge) from the paid participation fee.

Participation cancellation after **15 February, 2017** there will be no refund on paid participation fee.

Bank Account information to transfer the Participation Fee

Payment to CHF Account:

Bank Name: PostFinance AG

Bank Address: Mingerstrasse 20
3030 Bern, Switzerland

Account number: 25-100224-4

IBAN: CH62 0900 0000 2510 0224 4

SWIFT code: POFICHBEXXX

OR

Payment to EUR Account:

Bank Name: PostFinance AG

Address: Mingerstrasse 20
3030 Bern, Switzerland

Account number: 91-806816-2

IBAN: CH50 0900 0000 9180 6816 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 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 mediation, peace education, conflict resolution, security and intercultural dialogue afterwards the Winter Program.
- ◆ I will not arrive late or depart early.
- ◆ I will actively join each of the activities during the Winter Program.
- ◆ 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 Winter Program.

Name & Surname:

Date: _____

Contact person for any questions:

Mr. Fakhrinur Huseynli
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Luzern, Switzerland
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www.ipdinstitute.ch

We are looking forward to see you in Switzerland!