



旅遊學院  
INSTITUTO DE FORMAÇÃO TURÍSTICA  
Institute for Tourism Studies



**Executive Development Programme**  
**LEADERSHIP MODULE: KEY TO PERSONAL EFFECTIVENESS**  
**「領導層單元：提升個人工作效能的要訣」高級管理課程**  
**2 - 3 July 2013**

**- REGISTRATION FORM -**

**Part I: Personal Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

I.D. or Passport No. : \_\_\_\_\_ Gender: \_\_\_\_\_

Organisation: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone : \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Type of highest Degree/Diploma/Certificate awarded: \_\_\_\_\_

Name of awarding institution and country: \_\_\_\_\_

**\*\*Name print on Certificate will be based on the name printed on ID card / Passport.**

**Part II: Specify Learning Goals**

To enable the programme instructor to effectively meet participants' expectations, please let us know what specific learning goals you expect to cover.

**Part III: Registration Fee**

- Macao ID cardholders **MOP 5,000**
- Non-Macao ID cardholders **MOP 6,500**

Are you sponsored by your company for this programme?  Yes, and how much? \_\_\_\_\_  No

**\*\*Registration fee covers course materials, lunches and refreshments during the programme.**

## Part IV: Payment Method

Credit Card  <input type="checkbox"/> Visa  <input type="checkbox"/> Master	Name of Issuing Bank: _____ Card No.: _____ - _____ - _____ Expiry Date: _____(M)/_____(Y) Total: Macao ID Cardholder <input type="checkbox"/> <b>MOP5,000</b> Non-Macao ID Cardholder <input type="checkbox"/> <b>MOP6,500</b> Cardholder's Name: _____ I authorise the Instituto de Formação Turística to deduct the amount from my credit card account and am aware that this amount cannot be refunded if I withdraw from this programme. Cardholder's Signature: _____
<input type="checkbox"/> Bank Draft  <input type="checkbox"/> Company Cheque	The bank draft should be made payable to “ <b>Instituto de Formação Turística</b> ” in total amount of <input type="checkbox"/> <b>MOP5,000</b> or <input type="checkbox"/> <b>MOP6,500</b>

**Payment Deadline : 14 June 2013**

(Seats are NOT guaranteed without settling the payment before deadline)

**Cancellation Policy : No refund will be made in case of participant's withdrawal or no-show.**

**Disclaimer : We reserve the right to postpone or cancel the course. In the case of cancellation, participants will NOT be subject to any charge or compensation.**

## Part V: Other Information

### -Special Dietary Arrangement

Please specify if any special dietary arrangement is required

Vegetarian    No Pork    No Beef    No Seafood    Others: \_\_\_\_\_

### -How were you informed about this programme?

News ad    Email    Webpage    Human Resources dept.    Others: \_\_\_\_\_

**Please return the form with the following attached:**

- ID card / Passport copy of both sides
- Credit card copy of both sides (if you pay by credit card)

**If you have further query, please feel free to contact:**

Tel: (853) 85061 250

Fax: (853) 85061 283

Email: [edp@ift.edu.mo](mailto:edp@ift.edu.mo)

Institute for Tourism Studies (IFT)

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