

**9<sup>TH</sup> INTERNATIONAL SUMMER ACADEMY 2013 • BERLIN-BRANDENBURG • GERMANY**

**„SYSTEMIC CHANGE IN TERRITORIES“**

**1 - 5 JULY 2013**

PLEASE FILL IN ALL THE CATEGORIES LISTED BELOW - PLEASE DO NOT OMIT ANY ANSWERS

## PERSONAL DETAILS

Mr  Mrs  Ms

Dr.  Prof.

\_\_\_\_\_  
Surname

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

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

\_\_\_\_\_  
Your country of residence

\_\_\_\_\_  
Country in which you will apply  
for an entry visa for Germany

## JOB / OCCUPATION

\_\_\_\_\_  
Job title / occupation

\_\_\_\_\_  
Name of your organisation

\_\_\_\_\_  
Postal address (work) - Street

\_\_\_\_\_  
Postal address (work) - City

\_\_\_\_\_  
Postal address (work) - Zip Code

\_\_\_\_\_  
Postal address (work) - Country

Postal address to which invoice  
must be sent (if different from  
address above):

\_\_\_\_\_  
Postal address - Street

\_\_\_\_\_  
Postal address - City

\_\_\_\_\_  
Postal address - Zip Code

\_\_\_\_\_  
Postal address - Country

## CONTACT DETAILS

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-mail

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

\_\_\_\_\_  
Your landline phone number \*

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

\* incl. country and city code

We do not apply a first-come, first-served admission policy, but rather select experienced practitioners to optimise the processes of knowledge sharing and networking. In view of this, we would appreciate it if you could provide us with the following information.

<p>What is your personal practical experience in Private Sector Development (PSD)? Briefly list concrete activities, projects, organisations and countries in which you have been or are active.</p>	
<p>Please tell us about your motivation for attending and your expectations of the Summer Academy.</p>	
<p>What specific questions will you be posing at the Summer Academy, and which ones would you particularly like to be answered?</p>	
<p>Briefly explain what you would like to share with the other participants of the event.</p>	

Mesopartner reserves the right to accept or reject admission based on the information given above. In order for the Summer Academy to be a quality experience, we aim at a fair mixture of PSD practitioners from different organisations, countries and professional backgrounds. The maximum number of participants will be 30. If the number of applications exceeds 25, Mesopartner will introduce a priority list with preference given to experienced PSD practitioners.



**EARLY BIRD FEE**

**REGULAR FEE**

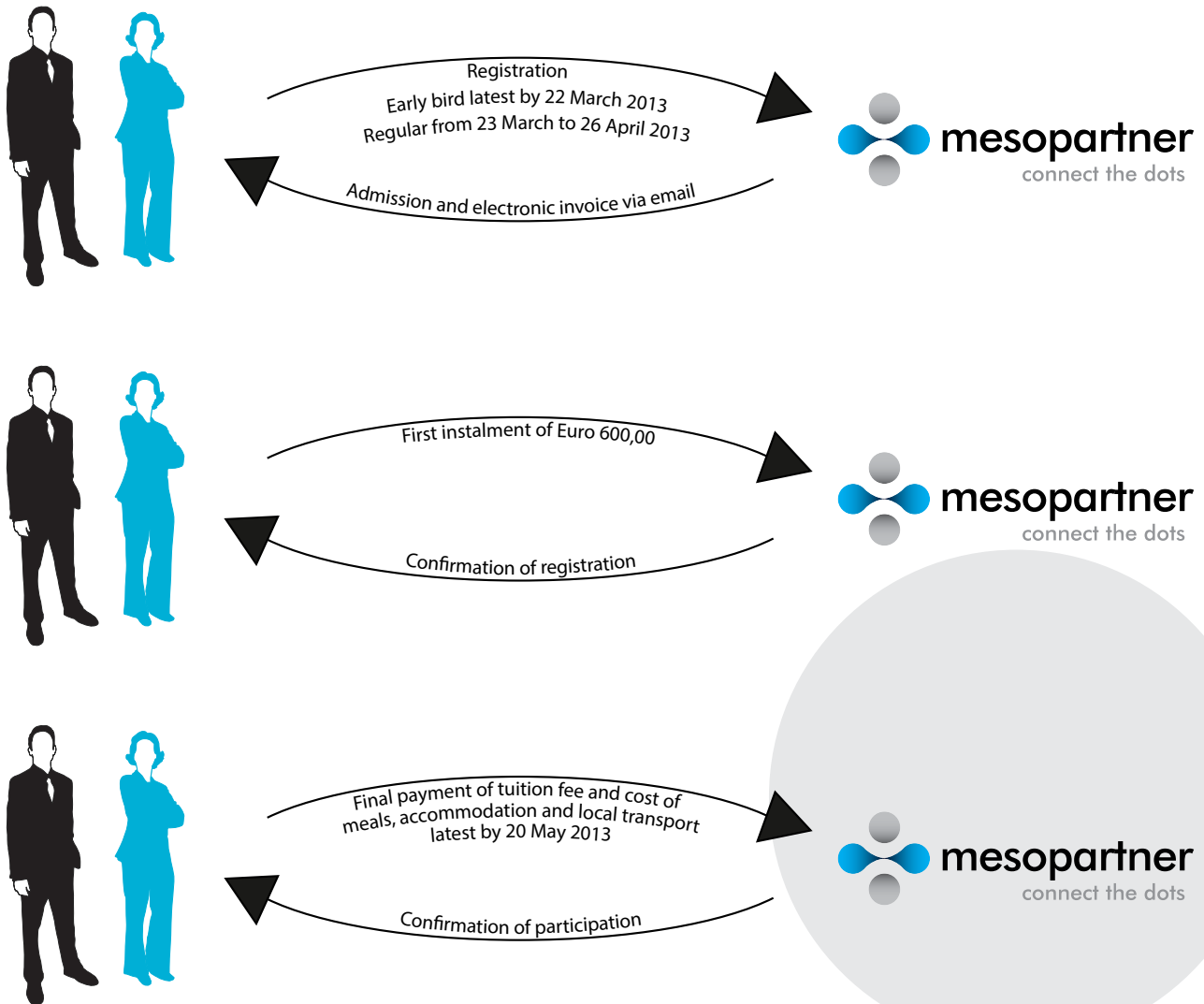
<ul style="list-style-type: none"> <li>• Early bird fee: € 1.290,00 (incl. 19% VAT)</li> <li>• For registration received by latest 22 March 2013</li> </ul>	<ul style="list-style-type: none"> <li>• Regular tuition fee: € 1.520,00 (incl. 19% VAT)</li> <li>• For registrations sent from 23 March to 26 April 2013</li> </ul>
<ul style="list-style-type: none"> <li>• With your registration a first instalment of <b>€ 600,00</b> is due, payable <b>immediately</b> on receipt 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 receipt of the final (full) payment</li> </ul>	

**THE COST OF € 1.495,00 INCLUDES**

**THE COST OF € 1.495,00 EXCLUDES**

<ul style="list-style-type: none"> <li>• Accommodation from 1 to 5 July (but until 6 July if your flight from Germany leaves after 18:00 on 5 July)</li> <li>• Pick-up and drop-off at Berlin airport or Berlin Main Train Station (Berlin Hauptbahnhof)</li> <li>• Meals</li> <li>• Local transport</li> <li>• Excursions</li> </ul>	<ul style="list-style-type: none"> <li>• Air fare from your country to Berlin airport</li> <li>• Train fare to/from Berlin Main Train Station (Berlin Hauptbahnhof)</li> </ul>
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Once Mesopartner confirms admission, the registration procedure is as follows:



For further inquiries, please get in touch with our assistant, Annelien Cunningham, at [ac@mesopartner.com](mailto:ac@mesopartner.com) (Skype ID: annelien.cunningham ).

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

- If you cancel before 3 May 2013 your payment will be reimbursed in full
- If you cancel before 20 May 2013, 50% of your payment will be reimbursed
- If you cancel after 20 May 2013, your payment will not be reimbursed

**Visa:**

Please verify whether you need a visa to enter Germany. Consult your nearest German Embassy or Consulate, and prior to your visit to them please check this website:

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

A visa takes at least 10 working days to be processed. Please apply for your entry visa before June! We will send you a letter of invitation to accompany your visa application if you require it. Application for your entry visa must be made in person and cannot be delegated. Remember that your passport has to be valid for six months after the date on which you leave Germany.

**Health insurance:**

You will need to submit proof of health insurance covering at least €30.000,00 when you apply for a visa at a German Embassy or Consulate. Please enquire from your health insurance/health plan provider whether they cover health-related costs in Germany. Alternatively, you may submit travel insurance for your trip to Germany. Otherwise we can arrange health insurance cover for you at a cost of approximately € 30,00.

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



**EARLY BIRD REGISTRATION UP TO  
22 MARCH 2013**

**REGISTRATION FROM 23 MARCH TO  
26 APRIL 2013**

1.290,- + 1.495,- = <b>2.785,-</b>	1.520,- + 1.495,- = <b>3.015,-</b>
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\* VAT of 19% is included in all amounts

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

**Step 1:** Save this document as a pdf-file

**Step 2:** Send your saved application form by email to Annelien Cunningham, at  
**ac@mesopartner.com**

Annelien will inform you whether we are still accepting registrations, and if we are, how and where to transfer the first instalment of the fee. Please do not apply for participation if you have not first received approval from your organisation.

By sending this form to Mesopartner, you acknowledge that you have read, understood and accepted the terms of registration and payment stated 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.

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