



PERSONAL DETAILS

Please print clearly or attach business card:

1) **Name** _____
 Position: _____
 Email: _____

2) **Name** _____
 Position: _____
 Email: _____

3) **Name** _____
 Position: _____
 Email: _____

Company: _____
 Department: _____
 Address _____
 Postcode: _____ Country: _____
 Tel: _____ Fax : _____
 Nature of Business _____

Company Size: 1-9 10-24 25-49 50-99
 100-249 250-499 500-999 1000+

SPONSOR
 We wish to register this delegate for the course indicated above. We undertake to pay for the period of the program (please print clearly)
 Name: _____
 Position: _____
 Signature: _____ Date: _____

REGISTRATION COURSE FEES

TREASURY PRODUCTS WORKSHOP
 • **US\$ 2,750 per delegate**

I would like information on holding this program in house
 We can bring this course in house directly to your workplace!
Customized Training Programs
 The in-house training of Advanced Studies and Training Center
 Tel: **+971 4 221 1141**; Email: mary@astcdubai.com

DISCLAIMER
 ASTC reserves the right to change or cancel any part of its published programs or teaching facility due to unforeseen circumstances

HOTEL BOOKING
 If you required assistance with booking accommodation for one of our courses, please contact our staff on the following numbers:
 Tel: **+971-4-2211141**, Fax: **+971-4-2211848** or Email us on info@astcdubai.com

TRAINING COURSE

TREASURY PRODUCTS WORKSHOP
 March 17 – 19, 2015
 In order to guarantee a place on the course delegates are kindly requested to register at least 4 weeks in advance

METHOD OF PAYMENT

- 1. Please find enclosed a cheque for US\$ _____ made payable to **Advanced Studies and Training Centre**
- 2. Transfer : Commercial Bank of Dubai
Branch: Mankhool Street | **Account Number** 10001255334
Routing Number: 502320103 | **Swift Code:** CBD – UAE. AD
- 3. Please invoice my institution.
 An invoice will be sent to the mentioned institution on receipt of registration form. Please fill out the sponsor's details below.

CREDIT CARD:
 Please Charge my : (Card Type)

Master Card Visa Card
 Card Holder Name _____
 Card Number _____
 Expiry Date _____ Security Code No. _____
 Amount to be Charge _____
 Tel. _____ Mob. _____
 Card Holder Signature: _____ Date: _____

SAVE MONEY! DISCOUNTS AND PROMOTIONS!

- Register one month in advance and received up 10% discount.
 - Group of 3 more delegates from the same organization receive a 10% discount
- OR**
- FREE Attendance for 5th delegate from the same organization

TRAINING REGISTRATION DETAILS

- TERM & CONDITIONS:**
1. Fees include all the tuition, full course documentation, lunches and refreshments for the duration of the program.
 2. Incidental expenses: ASTC is NOT responsible for covering airfare or other travel costs incurred by delegates. Delegates will be responsible for their own accommodations.
 3. PLEASE NOTE that ASTC reserves the right to refuse admission to the training if proof of payment has not been received prior to the start of the program.
 4. An invoice will be sent upon receipt of the registration form. Payment must be received in full 2 weeks prior to the course start
 5. **CANCELLATION POLICY**
 - a) A full refund less on administration fee of US\$ 100 will be given for cancellation requests received up to 45 working days prior the event. Cancellation must be made in writing (letter or fax) and reach this office before the 45 days deadline.
 - b) Delegates who cancel than 45 working days before the event, or who don't attend are liable to pay the full course fee and no refunds can be given. However, if you wish to attend the next course, and you have paid your course fee in full, you will only be invoiced for 25% of that course fee. Please note that the next course must take place within the next 6 months of the initial application. Of course, a replacement is always welcome.

I understand and accept the booking Term & Conditions
 Signature _____ Date _____

TREASURY PRODUCTS WORKSHOP

DATE : MARCH 17 – 19, 2015
VENUE : DUBAI, UAE
TRAINING DIRECTOR : SUHEIL HANNA



ADVANCED STUDIES & TRAINING CENTRE

By attending this intensive, practical workshop, you will gain:

- ❖ Product application and uses
- ❖ Description and definition of each product
- ❖ Product marketing and selling characteristics
- ❖ Product marketing case studies and role-play
- ❖ Risk factors of using products
- ❖ How the product price is arrived at
- ❖ Key product and strategies

DISCOUNTS!

- Register up to 30 days prior to event and receive **10% Discount!**
- Group of 3 or more delegates from the same organization receive a **10 % Discount**

OR

- **FREE** attendance for 5th delegates from the same organization!

5 EASY WAYS TO REGISTER AND OBTAIN FURTHER INFORMATION

1 – Tel : +971 4 221 1141 3 – P. O. BOX : 6878, DUABI, UAE 5 – E-mail : info@astcdubai.com
 2 – Fax : +971 4 221 1848 4 – Website : www.astcdubai.com

REPRESENT AS ASTC TRAINER:



SUHEIL HANNA

Mr. Suheil, has more than 35 years of experience in banking - treasury field. Held a Vice President position in Citi Bank – Jordan and assisted in generating more than 35% of the bank profit while working as a country treasurer. He also introduced well trained dealers and treasurers in addition to introducing new treasury products to the market. Many articles and books were published by Mr. Hanna in the treasury field. Currently, Mr. Hanna is performing training and consultation to many banking institutes and universities in the region.

Specialties:

- 1- Treasury Management
- 2- Foreign Exchange Dealing Risks, Reports and Controls
- 3- Currency Swaps and Interest Rate Swaps
- 4- Financial Engineering
- 5- Financial Derivatives
- 6- Speculations in Foreign Exchange Markets
- 7- Fundamental Concepts of Investment
- 8- Treasury Products
- 9- Options
- 10- New products

Would you like to request this course in house?

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TREASURY PRODUCTS WORKSHOP

March 17 - 19, 2015

Duration: 3 Days

COURSE OBJECTIVE:

The objective of this 3-days Treasury Products Training Programme is to give a comprehensive knowledge of the treasury products used by banks and corporate treasuries in the management of treasury risks, as borrowing sources and investments, and in the day-to-day running of the finances of businesses and banks.

WHO SHOULD ATTEND?

This course will be useful for all those who need to know what the treasury products are, who uses them, how they are used and why.

FROM BANKS AND FINANCIAL INSTITUTIONS

- Recent Graduates and anyone transferring to the treasury area who needs to "get up to speed" by attending a single course
- Corporate Account Officers needing sufficient detailed knowledge to be able to communicate confidently with clients before calling in the specialists
- Support Personnel in operations who want to know more about the treasury products they handle – in settlement, IT, legal and credit functions

FROM COMPANIES OTHER THAN FINANCIAL INSTITUTIONS

In-depth financial specialist knowledge may not be necessary and this course will be useful for:

- New Treasury Professionals who need a quick boost to reach a minimum level of knowledge to do the job
- Company Directors who need to know as much as they can about the treasury function
- Accountants, Lawyers, IT staff, Regulators and anyone who is connected with or affected by the activities of financial markets
- Those who need a concentrated overview of all the treasury products that are used in treasury management.

COURSE OUTLINE

DAY 1

MONEY MARKET PRODUCTS

A review of what money markets are

- Time Deposits
 - as investments
 - as short term funding
 - placing and recovery
 - domestic and off-shore
- Certificates of Deposit
 - as investments
 - benefits in liquidity management
 - enhancing returns by trading
- Bill of Exchange, Promissory Notes and Commercial Paper
 - as sources of short-term finance
 - as investments
 - operating clean acceptances
 - operating documentary acceptances
 - evaluating costs
- Sale and Repurchase Agreements
 - uses in raising cash
 - uses in reverse repo

FOREIGN EXCHANGE MARKET

A review of some forex mechanics

- how the market operates
- how spot rates are quoted
- how forward rates are quoted
- Spot Foreign Exchange Transactions
 - delivery and operations
 - assumption of risk and exposures
- Forward Foreign Exchange Outrights
 - costs and gains from interest differentials
 - forward options
 - constructing the hedge
 - evaluating its outcome
- Foreign Exchange Swaps
 - uses in liquidity management
 - funding and investment swaps
 - time management and position moving

DAY 2

A CHECKLIST OF DERIVATIVE

- what are derivative products?
- where do they come from?
- what are the general risks in these products?
- gearing and leverage
- contracts for differences

Cont:

FUTURES CONTRACTS

- General overview of exchanges, terminology and principles
- Currency Futures
 - creating fx hedges and their evaluation
- Time Deposit Futures
 - hedging money market borrowing and investment income
- Bond Futures
 - as surrogate bonds
 - general principles of trading and hedging

SWAPS CONTRACTS

- Long-Term Currency and Interest Rate Swaps
 - general overview of the swaps market
 - cross currency index swaps
 - creating fixed to fixed swaps
 - creating long-dated FX contracts
 - long-term foreign currency funding
 - improving market access
 - hedging long-term cashflows
 - interest rate (plain vanilla) coupon swaps
 - index swaps
 - amortising swaps
 - forward start swaps
 - hedging future long-term funding issues

DAY 3

USING OPTIONS

- Currency and Interest Rate Options
 - using options to manage currency risk
 - the decision taking process
 - setting up strategies
 - premium reduction strategies
- Interest Rate Options
 - the decision taking process
 - setting up strategies
 - premium reduction strategies
- Caps and Floors
 - using options in the medium term
 - premium reduction devices