



**APPLIED REGULATORY IMPACT ANALYSIS TRAINING
ROME, ITALY**

REGISTRATION FORM

COURSE REGISTERING FOR:

May 20-24 2024 October 21-25 2024

PERSONAL DETAILS (Please ensure Name is provided as you would like it to appear on your training certificate):

FIRST NAME:

FAMILY NAME:

DATE OF BIRTH: MONTH (SPELLED OUT) DAY OF MONTH YEAR

CITIZENSHIP:

COUNTRY OF RESIDENCE:

RESIDENTIAL ADDRESS:

CONTACT INFORMATION

E-MAIL:

TELEPHONE:

BUSINESS TITLE:



**DO YOU NEED A LETTER OF INVITATION FOR VISA?
IF YES,**

Due to the new requirements in the EU Schengen Visa System, for the letter of invitation, we will also need:

- A Copy of your passport
- Your official residence address
- Your professional Role and Name of Organization

Kind of Work (please choose one of the following):

GOVERNMENT

ACADEMIC INSTITUTION

NGO

PRIVATE BUSINESS

OTHER:

ADDITIONAL INFO

HOW DID YOU HEAR ABOUT THE COURSE? (PLEASE CHOOSE ONE OF THE FOLLOWING):

INTERNET ADVERTISING

RECOMMENDED BY SOMEONE WHO HAS ATTENDED PRIOR COURSE

ANNOUNCEMENT OR WEBSITE OF LUISS

ANNOUNCEMENT OR WEBSITE OF JACOBS, CORDOVA & ASSOCIATES

PRINT ADVERTISEMENT

OTHER:

PAYMENT :

The Course Fee Is:

- Euro 3,150 for government and NGO officials from developing countries and emerging economies;
- Euro 3,650 for government and NGO officials from OECD countries;
- Euro 3,995 for private sector representatives.

Course Fee includes hotel accommodation, breakfast and lunch each day.

INVOICING INSTRUCTIONS:

TO WHOM SHOULD WE INVOICE?



Please pay in Euros by wire transfer to the Jacobs, Cordova & Associates Europe bank account:

Account holder: *Jacobs, Cordova & Associates Europe Limited*
Address: *4 Granville Park, Blackrock, Co Dublin Ireland*

Bank: *Allied Irish Bank plc*
Bank Address: 1 Lower Baggot Street, Dublin 2 IRELAND

Account number: 01134043
IBAN: iE29 AiBK 9313 6501 1340 43
Bic Code/SWIFT: AiBKIE2D

So we can track payments, please send us via email a proof of payment (a copy of the payment receipt, or a screenshot in case of the electronic payment).

Email: janda@regulatoryreform.com

Receipt of this form shall be acknowledged and your registration shall be definite upon receipt of the payment.

Payments are due no later than 30 days prior to course commencement. Registration Deadline is 30 days prior to each course.

IF PAYMENT IS NOT RECEIVED BY THE DUE DATE (I.E. NO LATER THAN 30 DAYS BEFORE THE COURSE COMMENCES) ALL REGISTRATIONS ALONG WITH PROVISIONAL HOTEL BOOKINGS WILL BE CANCELLED UNLESS SPECIAL ARRANGEMENTS ARE MADE.

Please ensure that the payment covers all wire transfer fees for the sending and receiving bank.

CANCELLATION POLICY:

- * Cancellations before the registration deadline will receive a full refund.
- * Cancellations after the registration deadline will be charged 50% of the total fee, except that:
- * Cancellations 10 or fewer days before the course shall be charged 75% of the fee

WE RESERVE THE RIGHT TO CANCEL THE COURSE WITHIN 20 DAYS OF THE COURSE DATE.