**Training in Evaluation Applied to Conflict Prevention and Peacebuilding Initiatives**

**Belgium 23-25 May, 2012**

I, the undersigned,……………………………………………………….. would like to participate in the training course on evaluation applied to conflict prevention and peacebuilding, which will take place in Belgium 23-25 May 2012 (inclusive). I acknowledge that I should arrive in Belgium for pick up **latest** **Tuesday 22nd at 7 pm**,unless I make my own way to the venue.

On confirmation of my participation from Channel Research, the payment of **1380 €** (not including 21 % VAT) will be made in one instalment and includes local transport from and to Brussels airport or Brussels Midi station and the training venue, training, materials, accommodation (single-room for 3 nights) and all meals at the training location for 3 days. I acknowledge that the deadline for payment is 1 May 2012, and that **an early booking reduction of 100 €** will be provided for those participants who pay the training fee before 1 April 2012. (There are 2 places available for independent consultants not sponsored by an organisation at a reduced training fee of € 1180 (not including 21% VAT)).

I also understand that my place is not guaranteed until Channel Research has received my fee, and that places will be allocated on a first come, first served basis.

Please attach your CV to this registration form.

|  |
| --- |
| Personal Information:  [ ] Mrs [ ] Mr. [ ] Miss.  First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle name (*if applicable*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Job title: |
| Organisation: |
| VAT number (if applicable): |
| Work Address: |
| Work phone number: |
| Email: |
| Home address: |
| Mobile/ cell phone number: |

|  |
| --- |
| Time & Date of arrival in Brussels for the training (**latest** 22/5/2012 at 7 pm): |
| Flight n° / company: |
| From: |
| Time & Date of departure from Brussels (25/5/2012 **after** 7 pm): |
| Flight n° / company: |
| To: |

|  |
| --- |
| Any specifications regarding meals (vegetarian, non-vegetarian) / health issues / others: ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |

|  |
| --- |
| Please give a brief overview of your experience of experience of evaluations to date: ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |

|  |
| --- |
| Please give a brief overview of your experience of conflict prevention and/or peace building to date: ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |

|  |
| --- |
| What are your expected learning outcomes from this training course? ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |

|  |
| --- |
| How did you hear about the course?  [ ] Channel Research Website [ ] FACEBOOK [ ] Email  [ ] Other website *(please specify)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ ] Colleagues  [ ] Conference/Workshop *(please specify)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ ] Other *(please specify)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Do you have any suggestions on how the course information might be more widely disseminated? |

**General Information**

Training Fee: 1280 Euros (before 1 April) or 1380 Euros (after 1 April) **not including 21% VAT** (total price including 21% VAT is 1549 Euros before 1 April and 1670 Euros after 1 April to be paid in advance to Channel Research who will provide an invoice prior to payment. The training cost includes local transport from and to Brussels airport or Brussels Midi station, training, training materials, seminar facilities, accommodation 22-25 May, 2012 (single-room for 3 nights) and all meals and refreshments at the training location for 3 days.

Pickup and Drop (Brussels airport or Brussels Midi station): pickup for May 22nd until 7 pm (Brussels airport and Brussels Midi station to the training venue) and drop on March 25th at 7 pm (from the training venue to Brussels airport and Brussels Midi station) are available. Pickup for earlier or later arrival of participants will be the participant's own responsibility.

Cancellation Policy: In case accepted participants cancel their participation one month in advance from the training programme, they will receive a 100% return of payment made. If participation is cancelled two weeks in advance participants receive a 50% return on payment made. Cancellations made within two weeks of the program are not eligible for fee return. The deadline for payment is 1 May 2012.

|  |
| --- |
| Payment of fee is settled by: |
| [ ] My Employer  *Please specify:* |
| [ ] A Donor Agency *Please specify:* |
| [ ] Self-support |
| *Note: If you are sponsored by your employer or donor agency, please attach recommendation letter from your sponsoring organisation informing proposed arrangements for payment of fees.* |

**Financial Identification of Channel Research:**

|  |
| --- |
| **ING Bank, 3 Route d´Ohain B-1380 Lasne, Belgium**  **Account No: 310 1487205 87**  **Name of the account: Channel Research Belgium**  **IBAN: BE 67310148720587**  **BIC: BBRUBEBB** |
|
|
|

**Signature & Date:**

*Please send your completed form and CV to Ms Maria Bak:* [*bak@channelresearch.com*](mailto:bak@channelresearch.com)