

## Application form for the International Summer EU Grant Academy Portorož, 11 September – 16 September 2011

Please write clearly and in CAPITAL LETTERS. If you have any questions about your application please do not hesitate to contact us.  
Filled application please send to e-mail address: bojan.lipovac@rr-co.eu or fax number: +386 5 627 93 85.

### PERSONAL INFORMATION – Participant 1

First name: .....  
Surname: .....  
Position the organization: .....  
E-mail: .....  
Phone: .....

*Please select your choices by marking with X:*

- I am applying to attend the International Summer EU Grant Academy which will take place from 11 September to 16 September 2011.  
 I am interested in staying in Portorož some additional days and I request more information about this option.

Signature: .....

### PERSONAL INFORMATION – Participant 2

First name: .....  
Surname: .....  
Position the organization: .....  
E-mail: .....  
Phone: .....

*Please select your choices by marking with X:*

- I am applying to attend the International Summer EU Grant Academy which will take place from 11 September to 16 September 2011.  
 I am interested in staying in Portorož some additional days and I request more information about this option.

Signature: .....

### INVOICING INFORMATION – Payer

Name (of the organization / company): .....  
Address (street name, number, etc.): .....  
Postal code: ..... City: ..... Country: .....  
VAT No.: ..... E-mail: ..... Phone: ..... Fax: .....  
Contact person, if not equal to participant(s): .....

**I have carefully read the terms and by sending this application form to RR & CO. Knowledge centre Ltd. hereby agree to be bound by the terms outlined therein.**

Date and place: ..... Signature of the legal representative: ..... Stamp (if necessary): .....

#### TERMS:

**RR & CO. Knowledge Centre Ltd. guarantees protection of personal data in accordance with valid laws.** • Accounting details will be provided on the quotation.

**Fees:** Standard rate: 2.190 EUR + VAT • **Early bird rate: 1.970 EUR + VAT (for payments made until 7 July 2011)** • VAT is charged in accordance with the legislation.

**Rates include:** Training (lectures and exercises) in English • Official training material (hard copy) in English • Certificate of RR & CO. Knowledge Centre Ltd. • Accommodation at LifeClass hotel "Riviera \*\*\*\* superior" for 5 nights, room 1/1 (11, 12, 13, 14 and 15 September 2011) • Coffee breaks, breakfasts and lunches (12, 13, 14, 15, 16 September 2011) • Welcome dinner • Boat trip and fish picnic • Organized dinner with traditional Slovenian cuisine • Free entrance to the hotel swimming-pools with warmed sea water • Hotel entertainment and recreation programme • Free entrance to the Portorož Grand Casino • Free entrance to the Riviera Casino • Parking place close to the hotel • 10 % discount on all wellness services at hotel Riviera • Additional stays (additional reservations) are paid extra.

**Registration procedures:** **Please register early. We can accept only a limited number of participants to encourage personal interaction.** You can register by submitting the application form (by e-mail or fax). Upon registration, applicants will receive quotation with all the accounting details (invoice will be sent after the Academy). **The registration is formally valid after a deposit of 500 EUR + VAT per applicant is paid. Early registration, before 7 July 2011, offers a reduced fee (early bird rate).** The final date for registration is 11 August 2011 or when the maximum number of participants is reached. The rest of the fee should be paid at the latest by 1 September 2011.

**Cancellation policy:** Should you not be able to attend, you are welcome to send a substitute. Alternatively, you can cancel your attendance by sending a notice of cancellation by e-mail or fax. **For cancellations until 11 August 2011, we will issue a full refund of the fee paid.** For cancellations after that date and until 1 September 2011, we will issue a full refund minus a 500 EUR + VAT fee for cancellation. Refunds will not be granted for cancellations made after the 1 September 2011. • **RR & CO. Ltd. reserves the right to cancel the event due to unforeseen circumstances. In that case, you will receive a full refund of the fee paid.**