



Executive Development Programme
BUILDING THE HUMAN CAPITAL BASE:
ESSENTIAL HUMAN RESOURCES PRACTICES FOR MANAGERS
「如何構建人力資本：部門經理必備的人力資源技能」高級管理課程
4 - 5 December 2012

- REGISTRATION FORM -

Part I: Personal Information

First Name: _____ Last Name: _____

I.D. or Passport No. : _____ Gender: _____

Organisation: _____ Position: _____

Address: _____

Phone : _____ Fax: _____

Email: _____

Type of highest Degree/Diploma/Certificate awarded: _____

Name of awarding institution and country: _____

****Name print on Certificate will be based on the name printed on ID/Passport.**

Part II: Specify Learning Goals

To enable the programme instructor to effectively meet participants' expectations, please let us know what specific learning goals you expect to cover.

Part III: Registration Fee

- ☐ Macao ID cardholders **MOP 8,650**
- ☐ Non-Macao ID cardholders **MOP 14,840**

Are you sponsored by your company for this programme? ☐ Yes, and how much? _____ ☐ No

****Registration fee covers course materials, lunches and refreshments during the programme.**

Part IV: Payment Method

| | |
|--|---|
| Credit Card | Name of Issuing Bank: _____ Card No.: ____ - ____ - ____ Expiry Date: ____ (M)/ ____ (Y) Total: Macao ID Cardholder <input type="checkbox"/> MOP8,650 Non-Macao ID Cardholder <input type="checkbox"/> MOP14,840 Cardholder's Name: _____ I authorise the Instituto de Formação Turística to deduct the amount from my credit card account and am aware that this amount cannot be refunded if I withdraw from this programme. Cardholder's Signature: _____ |
| <input type="checkbox"/> Visa <input type="checkbox"/> Master | |
| <input type="checkbox"/> Bank Draft <input type="checkbox"/> Company Cheque | The bank draft should be made payable to “ Instituto de Formação Turística ” in total amount of <input type="checkbox"/> MOP8,650 or <input type="checkbox"/> MOP14,840 |

Payment Deadline : 09 November 2012

(Seats are NOT guaranteed without settling the payment before deadline)

Cancellation Policy : No refund will be made in case of participant's withdrawal or no-show.

Disclaimer : We reserve the right to postpone or cancel the course. In the case of cancellation, participants will NOT be subject to any charge or compensation.

Part V: Other Information

-Special Dietary Arrangement

Please specify if any special dietary arrangement is required

☐ Vegetarian ☐ No Pork ☐ No Beef ☐ No Seafood ☐ Others: _____

-How were you informed about this programme?

☐ News ad ☐ Email ☐ Webpage ☐ Human Resources dept. ☐ Others: _____

Please return the form with the following attached:

- **Passport/ ID card copy of both sides**
(Do you want us to keep your ID copy scan for future EDP? ☐ Yes ☐ No)
- **Credit card copy of both sides (if you pay by credit card)**

If you have further query, please feel free to contact:

Tel: (853) 85061 250

Fax: (853) 85061 283

Email: edp@ift.edu.mo

Institute for Tourism Studies (IFT)

Colina de Mong-Há, Macao SAR, P. R. CHINA