



旅遊學院
INSTITUTO DE FORMAÇÃO TURÍSTICA
Institute for Tourism Studies



Lhc
LAUSANNE HOSPITALITY CONSULTING
a division of École hôtelière de Lausanne

**Executive Development Programme
KEY TO PERSONAL EFFECTIVENESS**
「提升個人工作效能的要訣」高級管理課程
24 - 25 June 2015

- REGISTRATION FORM -

Part I: Personal Information

First Name: _____ Last Name: _____
I.D. or Passport No. : _____ Gender: _____
Organisation: _____ Position: _____
Address: _____
Phone No.: _____ Mobile No.: _____
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 card / 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 5,000**
☐ Non-Macao ID cardholders **MOP 6,500**

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

<p>Credit Card</p> <p><input type="checkbox"/> Visa</p> <p><input type="checkbox"/> Master</p>	<p>Name of Issuing Bank: _____</p> <p>Card No.: _____ - _____ - _____ Expiry Date: _____(M)/_____(Y)</p> <p>Total: Macao ID Cardholder <input type="checkbox"/> MOP5,000</p> <p> Non-Macao ID Cardholder <input type="checkbox"/> MOP6,500</p> <p>Cardholder's Name: _____</p> <p>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.</p> <p>Cardholder's Signature: _____</p>
<p><input type="checkbox"/> Bank Draft</p> <p><input type="checkbox"/> Company Cheque</p>	<p>The bank draft should be made payable to “Instituto de Formação Turística” in total amount of <input type="checkbox"/> MOP5,000 or <input type="checkbox"/> MOP6,500</p>

Payment Deadline : 5 June 2015

(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 to edp@ift.edu.mo:

- **ID card / Passport copy of both sides**
- **Credit card copy of both sides (if you pay by credit card)**

According to the “Law of Personal Data Protection”, I hereby agree that the provision of my personal information and document is only used for completing the course application procedure, for fulfilling statistic and research purposes. In addition, I also agree that my personal information and document thus submitted might be forwarded to administrative bodies and legal authorities of MSAR Government when deemed necessary. Declarer could request to the Institute in written form for reviewing and updating his/her personal information.

Signature: _____

Date: _____

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

Tel: (853) 8598 1250

Fax: (853) 8598 1283

Email: edp@ift.edu.mo

Institute for Tourism Studies (IFT)

Colina de Mong-Ha, Macao, China