



REGISTRATION INFORMATION 2012

TRAINING SCHEDULE

2012 courses are available in the following countries: Indonesia, Kenya, Nepal and Thailand.

March – September

Location	Course Title	Dates
Kathmandu, Nepal	Facilitation and Presentation Skills	April 9 - 13
Kathmandu, Nepal	Reporting Skills and Project Proposal Writing	April 16 - 20
Kathmandu, Nepal	Participatory Monitoring and Evaluation	May 14 - 18
Kathmandu, Nepal	Case Study Writing	May 21 - 25
Nairobi, Kenya	Reporting Skills and Project Proposal Writing	June 4 - 8
Bangkok, Thailand	Reporting Skills and Project Proposal Writing	June 4 - 8
Bangkok, Thailand	Participatory Monitoring and Evaluation	June 11 - 15
Jakarta, Indonesia	Reporting Skills and Project Proposal Writing	June 18 - 22
Jakarta, Indonesia	Participatory Monitoring and Evaluation	June 25 - 29
Kathmandu, Nepal	The Project Manager's Toolkit	July 9 - 18
Kathmandu, Nepal	Facilitation and Presentation Skills	July 23 - 27
Kathmandu, Nepal	Reporting Skills and Project Proposal Writing	August 6 - 10
Kathmandu, Nepal	Participatory Monitoring and Evaluation	September 3 - 7
Kathmandu, Nepal	Case Study Writing	September 10 - 14

FEEES AND DISCOUNTS

Course	Availability	Duration	Registration Fees	
			Standard Fee	Nepali Citizens Only
Reporting Skills and Proposal Writing	All countries	5 days	USD 890	USD 445
Participatory Monitoring and Evaluation	All countries	5 days	USD 890	USD 445
Case Study Writing	Nepal only	5 days	USD 890	USD 445
Facilitation and Presentation Skills	Nepal only	5 days	USD 890	USD 445
The Project Manager's Toolkit	Nepal only	8 days	USD 1375	USD 680

Fees are in United States Dollars, but may be invoiced / received in GBP, Euro or Thai Baht on request. Local participants in Nepal may pay in Nepalese Rupees.



Discounts (all Participants)

The following discounts are available to all international participants on all courses:

- 10% Early Booking discount – if you complete registration two full calendar months before the start date
- 10% Group Booking discount – if 3 or more participants register and pay together (even if they are for different courses)

No more than one discount applies at any time. Please note that 'registration completed' means all training fees have been received. All fees are payable in advance. If you wish to pay on arrival, please ask us about this. Note there will be a 5% extra charge for fees received on or after the course start date.

International Participants / Non-resident Nepalese attending Training in Nepal

International participants and non-resident Nepalese attending training in Nepal pay the standard fees above. Payment must be in advance and by bank transfer. All the above discounts apply.

International participants attending training Nepal who wish to pay locally will still pay the international rate. They may also be charged VAT. Local fees in Nepal are subject to (currently 13%) VAT and paid directly to the local ELD office.

No more than one discount applies at any time. Please note that 'registration completed' means all training fees have been received. All fees are payable in advance. If you wish to pay on arrival, please ask us about this. Note there will be a 5% extra charge for fees received on or after the course start date.

REGISTRATION

You can register for a place on one of our courses by completing the training application available from our website. We will reserve your place once this has been received by us. All applications should be sent to mail@eldtraining.com. Please send as a Word file only (do not scan or convert to PDF).

When we receive your application form we will:

- Reserve your place
- Send a confirmation mail
- Send payment instructions

Once you have paid the registration fee, your place will become confirmed. A PDF receipt will be issued, and a hard copy receipt will be issued at the training itself to participants.

We contact participants once again in the week prior to the training start date. If at any time you wish to cancel your reserved or confirmed place it is essential you contact us immediately. Places are limited, and we may not be able to refund last minute cancellations (see Cancellation).

GENERAL NOTES

What Fees Cover

Fees cover lunch, refreshments, training materials, handouts, stationery, training report, resource CD and certificates. On courses on Reporting Skills, Proposal Writing or Case Study Writing, a gratis ELD toolkit is also given on CD. In cases where lunch is not included, a per diem is returned to participants to make their own arrangements. Fees do not include visas, transportation / transfers, accommodation, medical insurance, evening meals, etc., or anything not stated here.

Transfers and Accommodation

Accommodation is not included in any training fees. While we may be able to advise on suitable accommodation close to the training venue in most cases, please do not attempt to make hotel bookings through us. You are responsible for your own accommodation arrangements and travel to / from the venue. Similarly, while we can advise on the best means of travel, we do not meet flights or book transfers.



In Thailand, the Regional Community Forestry Training Centre, Kasetsart University – the training venue – usually keeps some rooms at its guest house available for ELD participants, which can be seen at www.recoftc.org. Rooms are around 30 USD per night. Their web site also has a map of how to find the centre and written directions in Thai for taxi drivers.

In Nairobi, training is conducted at Ndemi Place (www.ndemiplace.com). Rooms are available at the venue, and also next door at Sandavy Guest House (<http://www.nairobiguesthouse.com>). Both places are much more affordable than staying in the Central Business District, and are quiet and peaceful. If staying elsewhere, you will be able to hire transport from Ndemi Place. Guest house prices start from around 50 USD per night depending on season. High-end hotels in Nairobi are expensive.

Training in Jakarta is held at Griya Patriya (www.griyapatriya.com). Accommodation is also available at the venue.

International participants visiting Nepal may contact the ELD office in Kathmandu for accommodation advice. There are both high-end options such as the Summit Hotel (<http://www.summit-nepal.com/>) as well as budget hotels in the 20 – 40 USD range.

For other destinations, feel free to contact us for advice.

Visas

If you are travelling to an ELD training course from overseas you may be required to have a valid visa for both the destination country as well as any countries you transit. ELD does not facilitate visas, but will email confirmation letters for course applicants. It is the participant's own responsibility to understand and comply with all and any visa requirements.

There is no guarantee that being enrolled for an ELD training course will guarantee a visa.

Full visa requirements for all countries can be found at <http://projectvisa.com/>.

Health

Participants are responsible for their own health insurance if deemed needed, and ELD will not be liable for any injury or loss incurred during ELD training courses. Please let us know if you have any medical conditions we need to be aware of in case of any emergency.

Other

Those who can do so will find it useful to bring a laptop, and, for the following courses – Reporting Skills and Proposal Writing and Case Study Writing – should download and install trial versions of Mind Mapping software (www.mindjet.com) prior to the training.

Participants on writing skills courses should submit a sample of writing (up to 2 pages) in Word format prior to the training. This can be annexed to the training application.

All courses start at 9 AM and usually finish by 5.00 PM, except on the final day when courses may finish at around 3.30. Participants should arrive by 8.45 AM on the first day of any course, and international participants should ensure that they do not have to leave early on the final day to catch flights.

We will do our best to ensure international participants also get an opportunity to enjoy their visits, through suggesting cultural activities / sights of interest. However, the cost of any excursions is not included in course fees.



Payment Methods

International Participants and Non-resident Nepalese

For all participants (including non-resident Nepalese), our nominated bank account information will be on your invoice. (This can also be found at www.eldtraining.com/order.htm.) We can also send a PayPal invoice if preferred.

Please ensure when sending by bank transfer that the amount we invoice you is the amount that will be received by us after any transfer charges and deductions (i.e. charges are borne by the sender). When sending by bank transfer, please scan and email us the deposit slip so we can notify you of successful receipt. When sending via Western Union or Moneygram, please always notify us and send the transaction number.

Please remember that sending an application form only reserves your place. Places are not confirmed unless the full training fee has been received.

Local Participants in Nepal

Local participants in Nepal can pay directly to the ELD Training Centre in Lalitpur, Kathmandu and may in Nepalese Rupees at exchange rates at the time of invoicing. Cheques may be made out to 'The Empowerment and Learning Development Centre Pvt. Ltd.'. The Nepal office can be reached at eld@wlink.com.np / 5555071.

Cancellation

In the event of cancellation by the participant:

- Cancelled 2 weeks before the training: full refund minus any associated bank charges and administrative charge, or a place on another training of same duration
- Cancelled 1 week before the training: 50% refund minus any associated bank charges and administrative charge, or a place on another training of same duration
- Cancelled within 72 hours of training start date: non-refundable

Please note that places on training courses are transferable, so if for some reason you cannot attend, you may send a colleague.

In the event of ELD cancellation or postponement, we will endeavour to inform you within 2 weeks of the course start date. Participants are responsible for ensuring that ELD mails can be received, and are not blocked by any mail filter. In event of cancellation or postponement, ELD's liability will be limited to reimbursement of the course fee only or a place on a similar training.