

Registration Form

“The Essentials-Luxembourg” - 2017

Please complete in electronic format one form by participant, and return it to v.vansaen@ila.lu. By sending back this form, you agree to ILA terms and conditions and accept to be invoiced for this training.

Registration: I hereby register for **one** of the following sessions:

5-7 July 2017

First name		Last name	
Company		Position	
Office phone		Email address	
Mobile phone (<i>will only be used in case of last minute information</i>)			

I am an individual ILA member

I am an affiliated ILA member (please mention the company name) _____

I am not a ILA member

The program includes a dinner on Wednesday evening in the presence of a guest speaker.

Yes, I will attend the Wednesday dinner of my session

Sorry, I will not be able to attend the dinner

Invoicing: the invoice should be sent to:

Company	
To the attention of	
Address	
Office phone	

Pre-requisites: to enter “The Essentials-Luxembourg” program, attendees should fulfill **at least one** of the following conditions:

1	<p><input type="checkbox"/> I have successfully completed the 1st module of the ILA certification program for directors by attending one of the following programs:</p> <ul style="list-style-type: none"> <input type="checkbox"/> International Directors Program – INSEAD <input type="checkbox"/> Director Effectiveness – Guberna <input type="checkbox"/> Board Effectiveness – Guberna <input type="checkbox"/> Certificat Administrateurs de sociétés - IFA <input type="checkbox"/> Diploma in company direction – IoD <p>Date of the session completed _____</p> <p><input type="checkbox"/> Other equivalent professional development (<i>please explain and provide relevant documentation</i>) (*)</p> <p>_____</p> <p>_____</p>
2	<p><input type="checkbox"/> I am a board member (executive or non-executive) of companies having effective economic activities for at least 5 years. My mandates are the following (<i>please mention company names, industry sectors and mandate periods</i>):</p> <p><i>I am also board member of the following non-profit organization(s):</i></p>

(*) admission based on this condition remains at the discretion of the ILA Education Committee.

3	<input type="checkbox"/> As an executive, I have a relevant experience of at least 5 years within Board of Directors and/or committees of the Board: <i>(please describe shortly your role and board exposure experience)</i> :
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If you are unsure whether you meet the pre-requisites for this course, please contact the Education Team to discuss (v.vansaen@ila.lu - +352 26 00 21 453).

Biography: as we are planning, for networking purposes, to hand out a document introducing the speakers as well as the participants, please provide us below with a **brief professional biography** together with a **picture** (see a biography attached as an example). The picture can be provided separately (jpg format) at v.vansaen@ila.lu or events@ila.lu

- I hereby agree to share my contact details (i.e. professional email address and phone number as mentioned here above) with the other participants
- I hereby authorize ILA to use my photographs that may be taken during the session for its communication, and to publish them on its website and/or promotional material. I am informed that I have a right to access and to correct any of my personal data contacting: events@ila.lu

Practical Information

DATE AND TIME

5-7 July 2016

5 July: 8.30 – 18.00 (+ dinner)

6 July: 8.30 – 18.15

7 July: 8.30 – 12.30 (+ cocktail)

VENUE

Chambre de Commerce

7, rue Alcide de Gasperi

L-2981 Luxembourg

Parking available at your own expenses

FEES

- 1675.00 € for ILA members (+ VAT 3%)
- 2050.00 € for non-members (+ VAT 3%).

These fees cover tuition, handouts, coffee breaks, 2 lunches, 1 dinner, 1 cocktail.

ILA is authorized as a provider of continuing vocational training by the Ministry of Education (agreement dated 11 October 2011). Fees are eligible for State co-financing.

LANGUAGE

The course is conducted in English.

PAYMENT

Payment of the invoice is due upon reception.

CANCELLATION POLICY

Any cancellation should be communicated in writing to v.vansaen@ila.lu.

In case of cancellation received less than 5 working days prior to the event, 100% fee remains due. However, substitution of one participant by another is possible. It should be done in writing 2 working days prior to the event, at the latest.

CERTIFICATE OF PARTICIPATION

A certificate of participation will be provided to each participant at the full completion of the course. In case a participant is not able to attend one module, he/she will be allowed to catch-up this module at one of the two next sessions.

CONFIDENTIALITY AGREEMENT

All ILA courses are conducted under the Chatham House Rule. Trainers & participants are requested to respect the confidential nature of discussions that will take place during the sessions.

Example of a professional biography



Anne-Marie Nicolas

Anne-Marie Nicolas is a partner with the Banking and Finance department of the international law firm Loyens & Loeff. She specialises in international banking and finance transactions and regulatory matters relating to the financial services industry. She also advises on insolvency, structured finance and corporate governance matters.

Previously, she was a banking and finance lawyer with a magic circle law firm in Luxembourg and headed the EMEA and India corporate and banking legal practice of a USD13 billion industrial group listed on the NY stock exchange, where she also acted as an executive board member for a number of the group's entities and advised subsidiary board members in 33 countries.

Anne-Marie is Luxembourg law and New York law qualified and a member of the ILA Banking Committee and the ILA Marketing and Communication Committee. Anne-Marie is also a member of the Business Finance Forum of the ABBL (Bankers and banks association of Luxembourg)

Anne-Marie holds masters in French and German Law from the university of Paris I-Panthéon-Sorbonne and the Universität zu Köln and an LL.M. in American law from Boston University. She speaks fluent French, German and English.