

PERSONAL APPLICATION FORM

Please complete your application form directly in Microsoft Word using black typeface.

Programme held in Luxembourg,

24 - 28 June 2019

Venue: La Closerie

11, rue du Village

L-5370 Schuttrange

Please note that only applications completed in full will be reviewed by the Admissions Committee

Family name (in CAPITALS)..... Mr Ms Dr

First name(s) Preferred first name.....

YOUR PRIMARY CONTACT INFORMATION

Company.....Current title/position.....

Geographic area of your responsibility One country One region (e.g., the EU, The Americas, Asia Pacific) More than one region

Type of company: Listed company (listing.....) Private Professional firm (type.....) Government-owned

Address.....Website.....

City Postal/zip code Country

Telephone Mobile telephone

Fax E-mail

Number of employees..... Annual sales (in Euros or US \$)

Main field of activity

Subsidiary of (if applicable)

PERSONAL INFORMATION

Private residential address.....

City Postal/zip code Country

Telephone

E-mail.....

Date of birth (dd/mm/yy).....

Nationality.....

Please attach your Curriculum Vitae. Include your employment record in the past 10 years showing the names of the organisations where you worked, type of organisation, size, positions you held and dates of employment.

Aspiring Directors Programme

WORK EXPERIENCE

Check as many as applicable to highlight your current work experience:

- High potential professionals
- Managers
- Executives

Other (please specify.....)

- a) I recognise I have no experience at all as a board director
- b) I recognise I have very little experience as a director (no more than 1 year)

If b) Please specify:

- Starting date:
- Type of mandate ((board member/committee of the board, etc))
- Activity sector:

Please provide us with more details on your most recent work experience (max 3).

Role	Company served	Country	Period(s) – including renewals	Can you briefly describe your experience?

YOUR OBJECTIVES FOR ATTENDING THE PROGRAMME?

1) Your principal motivation(s) for applying to the Aspiring Directors Programme? (maximum 3, in decreasing order of importance)

- a)
- b)
- c).....

YOUR EXPECTATIONS FROM THE PROGRAMME? (maximum 3)

- a)
- b)
- c).....

HOW DID YOU HEAR ABOUT THE PROGRAMME?

- INSEAD: Former participant (which programme?.....) Alumnus (which programme?.....)
 Advertisement (specify.....) Mailing Website Meeting
 INSEAD Corporate Governance Centre / Meetings /Events
 Institut Luxembourgeois des Administrateurs /Meetings/ Events
 Colleague
 Human Resources department
 Word of mouth (please specify.....)
 Other (please specify.....)

Please tick the appropriate box:

- I am self-funded: Invoice to my Personal Address (page 1)
 My company sponsors my training: Invoice to my company as mentioned below:

INVOICE DETAILS

Invoice Contact Person Details:

Family name (in CAPITALS) Mr/Ms/Dr.....
First name.....
Job title.....
Telephone..... Mobile telephone.....
E-mail.....

Invoice Company Details:

Company (Legal Entity).....
Address.....
City..... Postal/zip code..... Country.....
VAT n° (mandatory for EU countries).....
Please provide your company Purchase Order No. (if applicable).....

Note: VAT (20%) to be added for all self-sponsored participants as well as to all companies based in France and European companies where no VAT number is supplied.

Postal address below (if different from above).

Family name (in CAPITALS)Mr/Ms/Dr..... First name.....
Job title.....
Company.....
Address.....
City..... Postal/zip code..... Country.....

TERMS AND CONDITIONS

By his/her signature below, the participant confirms that he/she has read and accepts the terms and conditions below

Participant's Signature..... Date:

SPONSORING EXECUTIVE

Family name (in CAPITALS)..... First name

Job title..... Company

Address

City Postal/zip code Country

Telephone Fax E-mail

By his/her signature below, the sponsoring executive confirms that he/she has read and accepts the terms and conditions below , that the applicant has an excellent command of English, that he/she will be completely free of company duties during the programme, and that the company guarantees to pay the tuition fee, and cancellation fee if applicable.

Sponsoring Executive's Signature:Date:

Executive Education Open Enrolment Programme General Terms and Conditions

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1. Definitions

“**Admission**” means the INSEAD Admission Committee has accepted the Participant to the Programme without the need of the Participant’s confirmation

“**Application Form**” means the contract (of which these Terms and Conditions form part) made between INSEAD and the Client in relation to the Participant’s participation on the Programme

“**Cancel**” means the Participant or Client withdraws or does not participate to the Programme at any stage, or leaves before the end of the Programme

“**Client**” means the invoiced person or legal entity named on the Participant’s Application Form for the Programme

“**Commencement Date**” means the date on which the Programme is due to commence

“**Contract**” means the Participant and the Client agree to the present terms and conditions and Application Form

“**Force Majeure**” means any cause beyond INSEAD’s control such as but not limited to, acts of God, fires, floods, earthquakes, storms, explosion, epidemic, quarantine, sabotage, riot, civil commotions, accidents, delivery delays of sub-contractors and the like.

“**INSEAD**” means INSEAD campus or centre

“**Participant**” means the individual who has applied to participate in the Programme and INSEAD has agreed to admit in the Programme with a written confirmation of Admission

“**Transfer**” means the Participant or Client defers the Programme to another session of the Programme due to take place within 12 months of the Programme from which the transfer takes place.

“**Tuition fee**” means the fee payable by the Client to INSEAD in relation to the Participant’s participation in the Programme

“**Programme**” means the INSEAD Open Enrolment Programme which the Participant is to attend

“**Third Party (ies)**” mean(s) any person or entity other than INSEAD, Affiliates, Client or Participant.

2. Delivery of the Programme

2.1 INSEAD will use reasonable endeavour to deliver the Programme as described in the brochure and on INSEAD’s website. INSEAD shall be entitled to adapt the Programme at all times and consequently to alter the timetable, syllabus, location, number of classes, individual(s) teaching or external service providers to the Programme and method of delivery of the Programme.

2.2 INSEAD may cancel the Application Form by giving the Client notice in writing before the Commencement Date. If INSEAD cancels the Application Form it shall refund the Tuition fee already paid to INSEAD.

2.3 INSEAD may cancel the Application Form without cause or prejudice at any time and no full refund can be made: if the Client or the Participant commits a breach of the Application Form or for reasons of Force Majeure.

3. Participant’s Obligations

3.1 The Participant must be punctual, attend all appropriate lectures, sessions, workshops, practical and theoretical activities of the entire Programme as required by INSEAD, and contact the Executive Education Department if unable to attend any class.

3.2 The Participant must at all times behave with honesty show courtesy, consideration and respect during the course of the Programme. Participants are expected to avoid any behaviour or conduct that could be interpreted as an inappropriate behaviour (“Inappropriate Behaviour”) by another Participant, INSEAD employees, and/or Third parties.

Inappropriate Behaviour may include but not exclusively: unwelcome conduct whether verbal, physical or visual that denigrates or shows hostility or aversion toward an individual including but not exclusively because of his or her gender, colour, religion, national origin, age, disability or sexual orientation.

3.3 The Participant must respect the confidentiality of all confidential information that the Participant acquires during the course of participating in the Programme, and comply with all applicable laws of the territory where the Programme is delivered.

3.4 Client and Participant are responsible for getting the appropriate visa for the Participant when required.

4. Client’s Obligations

4.1 Client accepts Tuition fee shall be paid before the Commencement Date and upon receipt of the invoice. Until paid in full, INSEAD reserves the right to suspend or exclude the Participant from attending in all or any part of the Programme.

4.2 The Client may Cancel or Transfer the Application Form by giving INSEAD written notice at any time to the INSEAD Executive Education Department.

4.2.1. If the Client Cancels or Transfers the Application Form less than 45 days before the Commencement Date, the Client shall be liable to pay INSEAD the percentage of the Tuition fee set out below:

- 45 to 30 days before Commencement Date: 25% of the cost of Tuition fee.

- 29 to 8 days before Commencement Date: 50% of the cost of Tuition fee.

- 7 days or less before Commencement Date: 100% of the cost of Tuition fee.

Please note that maximum 2 transfers per Programme will be allowed.

4.2.2. If Client proposes another Participant to the session of a Programme, the new candidate will be subject to the standard Admission process. If the replacement of the Participant is accepted by INSEAD, no Cancellation or Transfer fee will apply.

Participant shall not be entitled to Transfer to another session of the Programme or another module of the Programme after Commencement Date.

5. Intellectual Property

Participants and Client will observe all the legal requirements of copyright for all materials at INSEAD.

6. Loss and damage

INSEAD cannot accept responsibility and expressly excludes liability for any loss or damage to the Client’s property or the Participant’s property that occurs whilst the Participant is on the Programme. The Participant should take particular care not to leave personal belongings unattended at any time.

7. Personal Information

7.1 Personal Data: Client and Participant acknowledge and agree that personal data about the Client and the Participant (“Personal Data”) may be processed by INSEAD. The personal information collected on completing this application is confidential and secured and comply with local regulations. Client and Participant are granted statutory rights of access, modification, update and deletion of personal information of Client and Participant (photographs and/or videos of Participant) and may exercise these rights by writing or sending an email to INSEAD at the address indicated below. Client and Participant consent to the transfer of personal information to INSEAD. If Client and or Participant object to this transfer, Client and or Participant must contact INSEAD at the following address: INSEAD, Executive Education, Boulevard de Constance, 77305 Fontainebleau Cedex, France. Email: marketing.europe@insead.edu.

7.2 Participant and Client agree that photographs and/or videos can be taken during the course of the Programme of Participant and photographs and/or videos can be reproduced and diffused by INSEAD. Such right shall apply whatever the media used, including but not limited to any process for the reproduction of image, in any of their present and future forms and formats, and to any audiences. **Executive Education Open Enrolment Programme General Terms and Conditions**

8. Governing Law and Jurisdiction

8.1 In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of thirty days (30) days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by litigation. The litigation shall be held in the country of the party against whom the litigation proceedings are initiated.

8.2 The litigation will be submitted to the Client's head office court and under the Client's registered office law if INSEAD or Affiliate institutes the litigation proceeding. The litigation will be submitted to INSEAD's registered office court and under INSEAD's registered office law if Client institutes the litigation proceeding. The decision and awards of the litigation shall be final and binding.

These terms and conditions are also available in French

This Application for Admission should be completed and returned to:

INSEAD Corporate Governance Centre
Europe Campus
INSEAD
Boulevard de Constance
77305 Fontainebleau Cedex, France
Tel: +33 (0)1 60 72 90 89
E-mail:
corporate.governance@insead.edu

TUITION FEE

7 500€ (plus relevant taxes)
INSEAD Alumni qualify for a 30% discount
when they return to campus for education)

CANCELLATION POLICY

Cancellation charges are as follows:
45 to 30 days' notice: 25% of the tuition fee
29 to 8 days' notice: 50% of the tuition fee
7 days' notice or less: 100% of the tuition fee

The personal information collected on completing this application is confidential and secured. Your personal information is intended to be used by INSEAD, its representatives and divisions for administration purposes and to keep you posted on INSEAD Executive Education relevant news. You have the right, on compelling legitimate grounds, to object to the collection and processing of your personal information. INSEAD is the owner of the database and controls the data processing collected by virtue of this application. The French supervisory authority ("Commission Nationale de l'Informatique et des Libertés") has been notified of this process. You are granted statutory rights of access, modification, update and deletion of your personal information ("Loi n°78-17 du 6 janvier 1978 relative à l'Informatique, aux Fichiers et aux Libertés" as amended). You may exercise these rights by writing or sending an e-mail to INSEAD at the address indicated below. You consent to the transfer of your personal information to INSEAD's representatives and divisions located outside the European Union, with the knowledge that INSEAD guarantees security and confidentiality. If Client and or Participant object to this transfer, Client and or Participant must contact INSEAD at the following address: INSEAD, Executive Education, Boulevard de Constance, 77305 Fontainebleau Cedex, France. Email: marketing.europe@insead.edu.

From time to time, photographs may be taken of participants in class or in working groups. These photographs will only be used in INSEAD material promoting the programmes. If you have any objections, please contact INSEAD Executive Education, Boulevard de Constance, 77305 Fontainebleau Cedex, France. E-mail: execed.europe@insead.edu