



*In partnership with the*  
INTERNATIONAL ETIQUETTE & ETIQUETTE PROTOCOL ACADEMY OF LONDON

## International Protocol & Diplomacy Consultant Training & Certification

### Registration Form and Trainee Profile

London, England, United Kingdom

1<sup>st</sup> – 5<sup>th</sup> April 2019

7<sup>th</sup> – 11<sup>th</sup> October 2019

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Nationality \_\_\_\_\_ Age \_\_\_\_\_

Passport Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address \_\_\_\_\_

Company or Organisation \_\_\_\_\_

Career or Volunteer Field \_\_\_\_\_

Person to contact in case of an emergency \_\_\_\_\_

PHOTO

- ☐ *I have read, understand and accept the Terms and Conditions set forth by Minding Manners International Ltd and the International Etiquette & Protocol Academy of London. I fully understand that the materials and observations accorded during my training are uniquely for my sole usage and as such, they are non-transferable to any third party, whether certified or not. I agree to not film or record any portion of the programme. I also understand that payment is non-refundable; however, should an urgent matter arise, I may defer my participation to another programme and date.*

Signature \_\_\_\_\_

**Investment (London):** £5,595.00 (GBP) plus VAT at 20%

- ☐ Enclosed is the total payment in the amount of £6,714.00
- ☐ Enclosed is a deposit in the amount of £3,357.00 (The balance is due six (6) weeks prior to your selected training date.)
- ☐ **Returning consultants only:** Less 10% - Enclosed is total payment in the amount of £5,035.50

*\* You may be eligible to receive a refund for VAT. Please check with your accountant directly.*

*\* Training may be eligible for a tax write-off for continuing education. Please check with your accountant directly.*

## International Protocol & Diplomacy Consultant Training & Certification

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Do you have any **dietary restrictions**? ☐ No. ☐ Yes. If yes, please state them here.

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Please print your name below, in capital letters, **as you wish it to appear on your Certificate**.

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For what territory are you registering? (Country ) \_\_\_\_\_

How did you hear about Minding Manners/International Etiquette & Protocol Academy of London?

- ☐ Recommendation/Word of mouth
- ☐ Diplomacy Magazine
- ☐ LinkedIn
- ☐ Facebook
- ☐ Google or another internet browser
- ☐ Other (please specify) \_\_\_\_\_

**Training Dates 2019 (please tick your preferred month):**

- ☐ 1<sup>st</sup> through 5<sup>th</sup> **April** 2019
  - ☐ 7<sup>th</sup> through 11<sup>th</sup> **October** 2019

### **Method of Payment:**

Upon receipt of the completed Registration Form, an invoice will be forwarded to enable payment to be made via bank transfer.

Office Use Only: Registration received \_\_\_\_\_ Payment received \_\_\_\_\_

**Please Return To:**

Ms Christine Pearce  
International Business Director

**Email:** cpearce@mindingmanners.com

**Telephone:** +44 (0)20 7584 9805

**Postal Address:**

International Etiquette & Protocol Academy of London  
111 Buckingham Palace Road  
London SW1W 0RH  
United Kingdom

**TRAINEE PROFILE**

Please provide a brief C.V. (resumé) of relevant career and/or life experiences so that we may get to know you better.

Please list any other protocol training, etiquette training, international relations experience or related credentials? \_\_\_\_\_

Do you have any teaching or training facilitator experience? ☐ Yes ☐ No

Have you ever participated in cross-cultural awareness training? ☐ Yes ☐ No

What strengths or special skills do you currently have that will benefit you in your career as a protocol and diplomacy consultant? \_\_\_\_\_

What special skills do you wish to nurture over the next few years? \_\_\_\_\_

What are your personal business strengths? \_\_\_\_\_

Please list any etiquette books that you have read recently. \_\_\_\_\_

Would you like to share anything else with us before the training session? \_\_\_\_\_

*Thank you!*

We very much look forward to welcoming you soon.