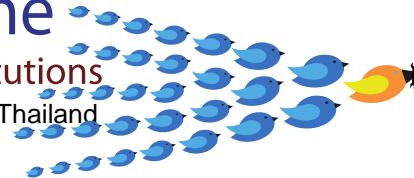


# Leadership Programme

for Leaders from SEA-TVET Institutions

16 to 19 February 2016, Tai-Pan Hotel, Bangkok, Thailand



## Guidelines for the Registration

1. The registration fee shall be paid 3,000 THB net. Any additional charges - overseas/bank charges, must be excluded.
2. For the successful registration, we would recommend you to complete the following pre-training survey and 2 forms.

**2.1 Pre-training survey: [Deadline for completion is 7 February 2016.]**

[https://britishcouncil-vksfv.formstack.com/forms/schoollead\\_pre\\_survey](https://britishcouncil-vksfv.formstack.com/forms/schoollead_pre_survey)

**2.2 Leadership registration form: [Deadline for completion is 7 February 2016.]**

[https://britishcouncil-vksfv.formstack.com/forms/school\\_leadership\\_seameo](https://britishcouncil-vksfv.formstack.com/forms/school_leadership_seameo)

-For your convenience, please specify the accommodation check-in and check-out dates.

-Once the form is completed, the British Council will send you an invoice with bank details.

*Please do not make any payment before receiving this invoice.*

**2.3 Remittance Advice of payment\*: [Deadline for remittance advice submission is 7 February 2016.]**

[https://britishcouncil-vksfv.formstack.com/forms/leadership\\_remittance\\_advice](https://britishcouncil-vksfv.formstack.com/forms/leadership_remittance_advice)

Once the payment is made, please complete this online form together with the scanned version of the remittance advice. Otherwise, the finance officer will not be able to track your payment correctly.

*\*Note: For a participant, who is unable to transfer the registration fee via the banking system from your country, you might transfer the fee via a bank in Thailand by 16 February 2016 on one condition—**you must submit us the copy of your flight details (flight itinerary)** via email [secretariat@seameo.org](mailto:secretariat@seameo.org) by **8 February 2016**. Otherwise we will have to offer the participation to other applicants for the management of the programme on time constraints.*

For further information, please contact

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