ANNOUNCES AN INTERNATIONAL TRAINING AND STUDY TOUR ON

TECHNOLOGY ADVANCES IN AGRICULTURAL PRODUCTION,
WATER AND NUTRIENT MANAGEMENT

USA
(Alabama, Arkansas, Illinois, Missouri, Tennessee and Washington, D.C.)

August 24 – September 4, 2015

Registration Fees:

<table>
<thead>
<tr>
<th>Early Bird - Registration and Payment by June 24</th>
<th>Regular - Registration and Payment by July 24</th>
<th>Late - After July 24</th>
</tr>
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<tbody>
<tr>
<td>$2,300</td>
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BACKGROUND

By 2050, the global population is projected to be nine billion, resulting in a near-doubling of global food and fiber demand. Doubling food and fiber production and sustaining the production at that level are major challenges, but doing so in ways that do not compromise environmental integrity and public health present even greater challenges. Intensification of agriculture through the use of high-yielding crop varieties, fertilization, irrigation and crop protection remain the most likely options to combat these challenges. In the past, the emphasis was on improving potential yield; but today, there is increased emphasis on improving the nutritional value of foods (e.g., protein content in grain, essential amino acids, content of other minerals, etc.), reducing post-harvest losses, improving stress tolerance and/or reducing reliance on chemical crop protection products (CPPs).

Recently, there have been enormous advances in agricultural production, not only improving productivity, but just as importantly, safeguarding the environment. Several systems-research tools relating to information technology have become available for fertilizer management. With the introduction of geographic information systems (GIS), global positioning systems (GPS) and remote sensing (RS), farmers can now refine nutrient recommendation and water management models to the site-specific conditions of each field.

Substantial variations in soil properties and nutrient and water availability exist across most fields. Thus, the ability to apply site-specific nutrient and irrigation management to match spatially and temporally variable conditions can increase application efficiencies, reduce environmental impacts, while improving yields. Precision farming technologies have now been developed to spatially vary nutrients and water prescriptions within a field based on various information sources (soil properties maps, terrain attributes, remote sensing, yield maps, etc.). Precision agriculture involves the integration of the new technologies (including GIS, GPS and RS) to allow farm producers to manage within field variability to maximize the benefit-cost ratio. Variable rate technology (VRT) available with farm implements, such as fertilizer or CPP applicators and yield monitors, has evolved rapidly and has fostered the growth of precision agriculture. For example, in the Midwestern United States, chlorophyll meters, a recent development in agriculture, are used for corrective nitrogen (N) management where N fertilizers are applied based only on crop needs to ensure increases in fertilizer use efficiency and return on fertilizer investment.

In-season prediction of crop yield potential using models is becoming available for cereals. This technique offers possibilities for real-time nutrient and water management in prescriptive and/or corrective concepts. The models are based on a quantitative understanding of underlying processes and integrate the effects of soil, weather, crop, pests and management factors on growth and yield.

According to the Food and Agriculture Organization (FAO) of the United Nations, nearly 40 percent of the world’s food is produced by irrigated agriculture, which covers about 250 million hectares (corresponding to 17 percent of total arable land) and is the major user of fresh water, accounting for 70 percent (on average, and up to 90 percent in many countries) of worldwide water taken up for human use. Since high-quality irrigation water is becoming increasingly scarce, it is becoming more important to use available water efficiently. One approach being adopted to overcome this constraint is the use of soil moisture sensors to control irrigation. Soil moisture sensors can detect when the substrate water content drops below a grower-defined set point and can be used to automatically turn on the irrigation when needed.
These emerging technologies are ushering in a new era that will affect farmers’ day-to-day operations and improve their ability to compete in the global market. These innovations will also contribute to increased agricultural productivity and transformation of agribusiness infrastructure. Many of these advanced technologies, as well as the concepts and approaches in strategic farming in the U.S., are directly applicable to agricultural production in developing and developed country environments. Therefore, the study tour will provide participants with a unique opportunity to develop their professional skills and at the same time build collaborations.

IFDC is uniquely positioned to stay abreast of the latest technologies related to soil fertility and water management and how they can be applied to developing and developed country agriculture. IFDC has well-established relationships with essentially all public and private sector organizations that impact agricultural production in the U.S. This study tour will allow participants to visit some of these organizations including, but not limited to: farmer cooperatives; the U.S. Department of Agriculture; Monsanto; The Fertilizer Institute; research and education centers of major agricultural colleges and universities; and many large- and small-scale farmers. Interactions with these entities will provide the participants with an opportunity to see how farmers, agribusinesses and policymakers are adjusting to today’s agriculture challenges in ways that ensure agriculture in the United States remains competitive on a global scale. While in the Midwestern U.S., participants will be offered the unique opportunity to visit the Farm Progress Show, which is the largest outdoor farm show in U.S. agriculture and features the most extensive state-of-the-art farm equipment and information and technology available for today’s agricultural producers.

**Training Program Objectives**

The objectives of the 10-day training program and study tour are to:

- **Improve** participants’ knowledge and understanding of recent technological advances in the areas of biotechnology, sensor-based irrigation, information management, precision agriculture and remote sensing technologies.

- **Familiarize** the participants with the farm-level impact of each of these advances on water and nutrient management under changing climatic conditions.

- **Provide** an opportunity for participants from many countries and backgrounds to observe and discuss the practicality and economics of integrating these innovations into the mainstream of major crops.

- **Expose** participants to trends and challenges in the agricultural global market and show how farmers, agribusinesses and policymakers are adjusting to them by using state-of-the-art information and technology available for today’s agriculture production.
TRAINING PROGRAM CONTENT

The program will cover various topics including, but not limited to:

- Overview of U.S. agricultural production and fertilization.
- Economic benefits of integrating agricultural technology advances in U.S. agriculture.
- Fertilizer and nutrient use efficiency in agricultural production.
- Nutrient management using precision agriculture and remote sensing technologies.
- Overview of advances in water management in agricultural production, e.g., sensor-based irrigation management.
- Precision agriculture involving nutrient and water spatial and temporal variability management.
- Precision agricultural systems farm-level impacts (real and/or potential) from national policies and international agreements on trade and the environment (e.g., biofuel production and its impacts on commodity prices, reserve stocks and national fiscal, environmental and energy policies).
- Information management and agricultural extension services: Smart phone applications and advisory services (crop management, fertilizer use, irrigation schedules, weather and pest control).
- Strategic planning and risk management in times of uncertainty.
- Biotechnology and advances for crop improvement.
- Managing natural resources and environment under changing climatic conditions.
- Advances in sustainable, environmentally-safe use of CPPs and bio-engineered agriculture.
- U.S. Government policies and regulations on fertilizer and crop protection.

WHO SHOULD ATTEND

This workshop is designed for innovative farmers, agronomists, soil scientists, researchers and extensionists from national and international agricultural research institutes and universities, as well as policymakers from governments and ministries in charge of agricultural productivity and planning. Executives and managers of fertilizer and agricultural input organizations will find this program extremely interesting. Government officials involved in developing strategies for increased agricultural production

“In all the program was very beneficial with good facilitators and materials applicable to my job and country.”
- General Manager, Uganda

“This program was an excellent opportunity for me and it will be very good for me and my job!”
- Policymaker, Brazil

“It was interesting to interact with fellow agriculturalists from around the world and hear how different each country is.”
- Director of Technology, USA

“Thanks to everyone who was involved in this program; it was really fantastic! It fulfilled all my objectives, and I will strongly recommend the program to other people from Brazil. It was the best international program of my life.”
- Research Manager, Brazil

“I have gained much knowledge regarding fertilizer manufacturing and importance globally, regionally and nationally.”
- Director, Agricultural Information Centre, Bangladesh

“I am glad to have attended this training, and I now have many friends from different countries. I will share my knowledge from this training with my partners, because it is very useful to agricultural production.”
- Key Laboratory, China

“The program is an eye opener for me. I am now well informed about fertilizer and how everything within agriculture, farming and the politics of trading works.”
- Provost, Nigeria
through the use of emerging technologies that promote resource conservation and increased efficiencies should also benefit from the program. Participants should be fluent in English.

**PROGRAM FEATURES**

The program offers exceptional highlights and features including, but not limited to:

- **International faculty from IFDC, leading U.S. agricultural producers and other international experts.**
- **Diverse and participatory activities based on training activities, key lectures and films.**
- **Written training materials for permanent reference.**
- **Eight-and-a-half (8½) days of field visits to observe recent advances in irrigation and nutrient management, biotechnology, precision agriculture, etc., and one-and-a-half (1½) days of classroom-style presentations and discussion opportunities.**
- **The discussions and interactions will generate considerable information which will help prepare participants to improve their abilities to compete in the global market and assist farmers in their day-to-day operations.**

**FACULTY**

Faculty for this training program and study tour will include IFDC specialists with more than 25 years of soil science experience with a focus on improving nutrient use efficiency and facilitating the transfer of innovative agro-technologies. Other faculty participating in this training will include farmers, extension agents, public sector researchers, entrepreneurs and other representatives of the private sector involved in using, supplying or developing the technologies.

“*I sincerely thank the IFDC organizers for putting up such a wonderful program this year. I learned a lot and received a lot of inspiration and aspirations that I hope to put into practice. I intend to setup a precision farm of my own, both educational and research-oriented, as well as a small food production, processing and storage center. I am also better informed now about fertilizer use and management and will be in a better position to impact the right knowledge to my students. I also wish to thank all the participants for being wonderful, generous and warm hearted in all interactions. I urge all to keep in contact and create opportunities for future collaborations with members of the group, universities and research institutes. Thank you.*”
– **Senior Lecturer, Nigeria**

“I would like thank you and all the team from IFDC involved for this excellent training. I have returned home with a lot of new information and more important than anything, having met a lot of people from the USA and many other countries. I will strongly recommend this training for my fellow colleagues.”
– **Research Manager, Brazil**

“It was wonderful to join the special people who shared with me their knowledge. It really was very nice to have this training and join this sensational group. Specials thanks to you for the hard and sensational work you have done during this training tour. I will keep in touch with you always.”
– **Coordinator of National Program of Soil and Fertilizers, Angola**
**Travel, Food and Lodging**

*Overview*

The program will begin Monday morning, August 24, 2015, at IFDC headquarters in Muscle Shoals, Alabama. Thus, participants are expected to arrive on Sunday, August 23, 2015. After two days in Alabama, participants will travel as a group via bus to Tennessee, Arkansas, Illinois and Missouri. Participants will travel as a group via plane from St. Louis, Missouri to Washington, D.C., where the program will conclude on Friday, September 4, at approximately 5:00 p.m. While the training will officially end Friday evening, an optional half-day bus tour of Washington, D.C., will take place on Saturday, September 5, provided that we have enough participation. Participants should return to their home country from Washington, D.C. It is up to the participants to select their departure date, bearing in mind that the negotiated room rate in D.C. may not be available for extended stays past September 5.

### Venues Snapshot

<table>
<thead>
<tr>
<th>Venue</th>
<th>City</th>
<th>State</th>
<th>Check In</th>
<th>Check Out</th>
<th>Rate</th>
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<tbody>
<tr>
<td>Hampton Inn Florence-Midtown</td>
<td>Florence</td>
<td>Alabama (AL)</td>
<td>Aug 23</td>
<td>Aug 26</td>
<td>$80/night plus tax</td>
</tr>
<tr>
<td>2281 Florence Boulevard</td>
<td>Florence</td>
<td>Alabama (AL)</td>
<td>Aug 23</td>
<td>Aug 26</td>
<td>$80/night plus tax</td>
</tr>
<tr>
<td>35630</td>
<td>Florence</td>
<td>Alabama (AL)</td>
<td>Aug 23</td>
<td>Aug 26</td>
<td>$80/night plus tax</td>
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<tr>
<td>Hampton Inn &amp; Suites-West</td>
<td>Little Rock</td>
<td>Arkansas (AR)</td>
<td>Aug 26</td>
<td>Aug 28</td>
<td>$89/night plus tax</td>
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<tr>
<td>1301 South Shackleford Road</td>
<td>Little Rock</td>
<td>Arkansas (AR)</td>
<td>Aug 26</td>
<td>Aug 28</td>
<td>$89/night plus tax</td>
</tr>
<tr>
<td>Little Rock, AR 72211</td>
<td>Little Rock</td>
<td>Arkansas (AR)</td>
<td>Aug 26</td>
<td>Aug 28</td>
<td>$89/night plus tax</td>
</tr>
<tr>
<td>Drury Inn Union Station</td>
<td>St. Louis</td>
<td>Missouri (MO)</td>
<td>Aug 28</td>
<td>Sep 2</td>
<td>$104/night plus tax</td>
</tr>
<tr>
<td>201 South 20th Street</td>
<td>St. Louis</td>
<td>Missouri (MO)</td>
<td>Aug 28</td>
<td>Sep 2</td>
<td>$104/night plus tax</td>
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<td>St. Louis, MO 63103</td>
<td>St. Louis</td>
<td>Missouri (MO)</td>
<td>Aug 28</td>
<td>Sep 2</td>
<td>$104/night plus tax</td>
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<tr>
<td>Hampton Inn</td>
<td>Washington</td>
<td>District of Columbia (D.C.)</td>
<td>Sep 2</td>
<td>Sep 4</td>
<td>$149/night plus tax</td>
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<tr>
<td>901 6th Street NW</td>
<td>Washington</td>
<td>District of Columbia (D.C.)</td>
<td>Sep 2</td>
<td>Sep 4</td>
<td>$149/night plus tax</td>
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<tr>
<td>Washington, D.C. 20001</td>
<td>Washington</td>
<td>District of Columbia (D.C.)</td>
<td>Sep 2</td>
<td>Sep 4</td>
<td>$149/night plus tax</td>
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For detailed information on the above venues, including how to make reservations, please see the following pages (p. 8-12).

*Cost of Living*

The food and lodging expenses will average approximately US $110/day in Alabama, Arkansas and Tennessee; approximately US $140/day in Missouri and Illinois; and approximately US $200/day in Washington, D.C.
Breakdown of Air Tickets Needed

- **Home country to Huntsville (airport code HSV), Alabama**
  - Participants should plan to arrive no later than Sunday, August 23.
  - Huntsville is the nearest city with an **international** airport and is located approximately 75 minutes from Muscle Shoals/Florence area.
  - An IFDC staff member will meet participants at airport and provide transport to the selected hotel.
    - The selected hotel is located in Florence, Alabama, which is just seven miles away from IFDC headquarters, where the training will take place while in Alabama.

- **St. Louis, Missouri (airport code STL) to Washington, D.C. (airport code DCA)**
  - To ease logistics and stay together as a group, all participants should book a flight for Wednesday, September 2, on American Airlines Flight # 4267 departing St. Louis at 3:55 (15:55) p.m. and arriving in Washington, D.C., at 6:48 (18:48) p.m.

- **Washington, D.C., to Home Country**
  - Participants should return to their home country from Washington, D.C.
  - While the training will officially end Friday evening, September 4, at approximately 5:00 (17:00) p.m., an optional half-day bus tour of Washington, D.C., will take place on Saturday, September 5, provided that we have enough participation.
  - It is up to the participants to select their departure date, bearing in mind that the negotiated room rate in D.C. may not be available for extended stays past September 5. Participants planning to extend their stay are kindly requested to contact the hotel in advance to get the applicable room rate to their additional days.

If you have any questions about the flights or would like for us to review your itinerary prior to purchase, please do not hesitate to contact us.

**Note:** Participants are advised to book tickets as early as possible as the above-mentioned plane could become full and prices will continue to increase until departure date.
Lodging

LODGING IN FLORENCE, AL, WHILE AT IFDC HEADQUARTERS
Check In: August 23, 2015 │ Check Out: August 26, 2015

The Hampton Inn Florence-Midtown hotel is located on the banks of the beautiful Tennessee River, approximately seven miles from IFDC Headquarters. This hotel offers the perfect base to explore all of what this vibrant city has to offer, including fantastic shopping, dining and entertainment opportunities and an array of memorials and museums. The hotel features an outdoor pool, complimentary beverage area, fitness room and complimentary Internet access.

Participants will be extended IFDC’s special negotiated single/double occupancy room rate of US $80.00/per night. Applicable state/local taxes will apply. This rate includes a complimentary hot buffet breakfast each morning for every guest, king or queen size accommodations and in-room microwaves and refrigerators. Rooms are equipped with a 25” color television, coffeemaker, iron/ironing board, easy-to-operate alarm clock/radio and large work surface. The hotel’s management staff also hosts a complimentary reception every Tuesday night. Participants are responsible for reservation and payment of accommodations at the Hampton Inn Florence-Midtown. Please contact the hotel to reserve your room NO LATER THAN August 9, 2015. After this date, reservations will be subject to hotel room availability and at the best available rate.

Hampton Inn Florence-Midtown
2281 Florence Blvd.
Florence, AL 35630, USA
Reservations: http://bit.ly/1Fc5ygy
Reference Group Name: IFDC-USA
Training and Study Tour Group
Reference Code: IFD
Tel: +1-256-764-8888
E-Mail: silka.mitchell@marriott.com
Cut-off Date for Reservations: August 9, 2015
The Hampton Inn & Suites West Little Rock hotel is located less than five miles from many of the city’s top attractions including the Little Rock Zoo, Shackleford Crossing Mall, The Promenade at Chenal and Park Plaza Mall. This clean and comfortable Hampton Inn & Suites hotel in Little Rock-West is just 10 minutes away from downtown, where you’ll find an array of quaint shopping and dining destinations. The hotel is a short drive from a host of businesses and corporations, including Caterpillar, Windstream, AT&T and many more.

Participants will be extended IFDC’s special negotiated single occupancy room rate of US $89.00/per night, inclusive of breakfast. Applicable state/local taxes will apply. Rooms are equipped with free high-speed internet access, lap desks for laptop computers, 32-inch flat screen televisions, microwaves, refrigerators, coffee/tea maker, and iron/ironing board. Participants are responsible for reservation and payment of accommodations at the Hampton Inn & Suites West Little Rock. Please contact the hotel to reserve your room NO LATER THAN August 12, 2015. After this date, reservations will be subject to hotel room availability and at the best available rate.
The **Drury Inn Union Station** is located right in the heart of St. Louis and in the middle of all of the shops and restaurants of Union Station. Walk to the Scottrade Center, Busch Stadium, the Citygarden or any number of attractions in the area. As you might have heard, “**The Extra’s Aren’t Extra**” at Drury Hotels. Guests will enjoy a complimentary Kickback® from 5:30 – 7:00 p.m. each evening. Kick back, relax and enjoy a rotating menu of free hot food and cold beverages. Guests will also enjoy complimentary soda and popcorn in the lobby daily from 3:00 – 10:00 p.m. Drury Inn Union Station offers a 24 hour business center, 24 hour fitness center, indoor swimming pool and whirlpool.

Participants will be extended IFDC’s special negotiated single occupancy room rate of USD $104/per night. This rate includes a complimentary hot **QUIKSTART®** breakfast (including Belgian waffles, scrambled eggs, biscuits & gravy, sausage and more), king size accommodations and in-room microwaves and refrigerators. Applicable state/local taxes will apply. Participants are responsible for reservation and payment of accommodations at Drury Inn. Rooms are equipped with flat panel LCD color television, coffee maker, iron/ironing board and free wireless internet. Participants are responsible for reservation and payment of accommodations at the Drury Inn. Please contact the hotel to reserve your room NO LATER THAN **August 14, 2015**. After this date, reservations will be subject to hotel room availability and at the best available rate.
The Hampton Inn® Washington-Downtown-Convention Center, DC is in the center of it all brimming with politics, culture, entertainment and American history. You will be just a short walk from many of D.C.’s most recognizable museums, monuments, attractions and the city’s Convention Center. While you are a guest, you will be just a few blocks from Chinatown, the Spy Museum, Capitol Complex and the White House. The Washington Monument, mall, U.S. Botanic Garden, Library of Congress, Supreme Court and Capitol Visitors Center are all less than a mile away. The hotel features an indoor pool, whirlpool, fitness center, 24 hour business center and complimentary internet access.

Participants will be extended IFDC’s special negotiated single/double occupancy room rate of US $149.00/per night. This rate includes a complimentary hot buffet breakfast each morning for every guest, king or queen size accommodations and in-room microwaves and refrigerators. Applicable state/local taxes will apply. Rooms are equipped with a 32” LCD color television, coffeemaker, iron/ironing board, easy-to-operate alarm clock/radio and large work surface. Participants are responsible for reservation and payment of accommodations at the Hampton Inn. Please contact the hotel to reserve your room NO LATER THAN August 12, 2015. After this date, reservations will be subject to hotel room availability and at the best available rate.
**Visa and Medical Insurance**

Applications for necessary visas should be made as early as possible. A visa is required for entry into the United States. Each participant must obtain a visa from the Embassy or Consulate of the United States in their country of residence. Participants should fulfill all required immunizations and health formalities before departing their country of residence. Medical insurance should be obtained by participants. The program fee does not cover any medical insurance or expenses.

**Cost and Enrollment**

The program fee for this training course is US $2,500 per participant (inclusive of a US $250 non-refundable deposit) and should reach IFDC no later than July 24, 2015, four (4) weeks before the program is scheduled. Those received thereafter will be accepted at IFDC’s discretion and incur a late fee. Participants will be given the opportunity to take advantage of an early bird rate if registration and payment is received by IFDC prior to June 24, 2015. Please refer to the table below for pricing:

<table>
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<td>$2,300</td>
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<td>$2,700</td>
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The program fee, less the non-refundable deposit, will be refunded for cancellations made two (2) weeks before the commencement of the program. Ninety percent of the paid fee will be returned and 10 percent, in addition to the deposit, will be charged to cover administrative costs for cancellations made between two (2) weeks and one (1) week before the commencement of the program. Cancellations made less than one (1) week before the commencement of the program will receive no refund.

Registration will be on a first-come, first-served basis. Paid participants will receive priority. An organization wishing to enroll more than one participant should supply information and payment for each participant.

Payment of the program fee can be made by: (1) check or draft payable to IFDC; (2) wire transfer to IFDC’s account in the U.S.A. through First Metro Bank, 406 West Avalon Avenue, Muscle Shoals, Alabama, U.S.A., ABA number 062203955 for credit to IFDC account number 55281; or (3) major credit card – MasterCard, Visa or American Express.

The program fee covers registration, training and reference material, coffee/tea breaks, all lunches and surface transportation on field trips. The fee does not include air travel, lodging and dinner expenses, or medical and communication expenses.

**About IFDC**

IFDC is a nonprofit, public international organization (PIO) dedicated to increasing agricultural productivity and food production through the development and use of plant nutrients in sustainable crop production systems. Headquartered in Muscle Shoals, Alabama, U.S.A., IFDC is involved in human resource development, research and technical assistance in collaboration with public, private, national and international organizations throughout the world. IFDC has conducted more than 700 formal workshops, study tours and training programs for over 11,000 participants from over 150 countries since 1974. The programs have covered a wide range of subjects including integrated soil fertility management and fertilizer use efficiency, fertilizer production technology, agro-
input dealership management, competitive marketing, supply chain management, investment analysis, policy reforms and numerous specialized topics.

**FOR MORE INFORMATION:**

Director, Training and Workshop Coordination Unit  
IFDC  
P.O. Box 2040  
Muscle Shoals, Alabama 35662, U.S.A.  
Telephone: +1 (256) 381-6600  
Telefax: +1 (256) 381-7408  
E-Mail: training@ifdc.org  
Website: www.ifdc.org

**NOTE:** As a nonprofit organization, IFDC does not finance or sponsor any participant.
# Program Registration Form

**Technology Advances in Agricultural Production and Fertilization**

**USA (Alabama, Arkansas, Illinois, Missouri, Tennessee, and Washington, D.C.)**  
**August 24 – September 4, 2015**

Register Online: [https://www.etouches.com/usastudytour](https://www.etouches.com/usastudytour)

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IFDC reserves the right to cancel any program or change the dates and/or venue of any program without liability for compensation.

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Please PRINT or TYPE your legal name as you would like it to appear on ALL printed materials

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<thead>
<tr>
<th>(Dr., Mr., Mrs., Ms., Miss)</th>
<th>Given Name (First Name)</th>
<th>Surname (Last Name)</th>
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<tr>
<th>Position</th>
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<tr>
<th>Organization or Employer</th>
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<th>City</th>
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<th>Country</th>
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<tr>
<th>Work Tel. No.</th>
<th>Fax No.</th>
<th>Home Tel. No.</th>
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| E-Mail | |
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<tr>
<th>Organization/Company Funding Your Participation</th>
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<thead>
<tr>
<th>Arrival Date and Time</th>
<th>Flight Number</th>
<th>Departure Date and Time</th>
<th>Flight Number</th>
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<tr>
<th>Signature of Applicant</th>
<th>Date</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Employer/Funding Organization</th>
<th>Date</th>
</tr>
</thead>
</table>

Note: A non-refundable deposit of US $250 is included in each program fee. The program fee, less the deposit, will be refunded for cancellations made two (2) weeks before the commencement of the program. Ninety percent of the paid fee will be returned and 10 percent, in addition to the deposit, will be charged to cover administrative costs for cancellations made between two (2) weeks and one (1) week before the commencement of the program. Cancellations made less than one (1) week before the commencement of the program will receive no refund.

The program fee covers registration, training and reference material, coffee/tea breaks, all lunches and surface transportation on field trips. The fee does not include air travel, lodging and dinner expenses, visa and medical insurance or communication expenses. All of these costs fall under participants’ responsibilities.

☐ By checking this box, I acknowledge that I have read and understand the cancellation policy and program fee coverage.