

### 1. 基本資訊 Basic Information

姓名 Name:		稱謂 Title:	(Mr. / Ms.)
職位 Position:			
公司 Company:			

### 2. 聯繫方式 Contact

聯絡電話 Telephone:	( )	流動電話 Mobile:	( )
電郵 Email:		微信 Wechat:	
地址 Address:			

### 3. 課程費用 Tuition fee

課程費用 Tuition fee	EUR 1,950
費用包括： Included in the tuition fee:	<ul style="list-style-type: none"> <li>*教學資料 Course materials</li> <li>*課程期間的午餐 Lunches</li> <li>*課程期間的茶歇 Coffee breaks</li> <li>*畢業晚宴 Graduation dinner</li> <li>*畢業證書 Graduation certificate</li> </ul>
付款人姓名或付款公司名稱 Payer's name	
付款人或付款公司詳細地址 Payer's address	
付款人或付款公司聯繫電話 Payer's contact number	



國際會議專家認證  
Certified International Convention Specialist  
申請表 Application Form  
3-5 September, 2024, Macau



4. 請簡述對此課程的期待（50字以內）。 Please describe in brief what you hope to learn from this programme.

請完成此申請表並發送至 [mfta@macau.ctm.net](mailto:mfta@macau.ctm.net)

Please return this completed form to [mfta@macau.ctm.net](mailto:mfta@macau.ctm.net)

如有任何疑問，請發郵件至 [mfta@macau.ctm.net](mailto:mfta@macau.ctm.net) 或致電 +853 2853 4028。

For enquiries, please contact us at [mfta@macau.ctm.net](mailto:mfta@macau.ctm.net) +853 2853 4028.

## 條款和條件

### Terms and Conditions

#### 1. 課程費用 Tuition fee

顯示在申請表的課程費用包括教學資料、餐飲（課程期間的午餐、茶歇和晚宴）以及畢業證書。

The tuition fee is listed on the first page of the application form. Course materials, lunches and drinks, coffee breaks, welcome reception, dinners and graduation certificate are all included in the tuition fee.

#### 2. 付款方式 Payment methods

##### 1. 銀行轉帳 Bank Transfer

- 銀行 Bank : 中國澳門銀行分行 Bank of China (Macao Branch)
- 戶名 Account Name: 澳門展貿協會 Macau Fair and Trade Association
- 帳號 Account number: 182788100068006 (外幣戶口USD)
- SWIFT CODE: BKCHMOMXXXX
- 銀行地址 Bank Address: 澳門蘇亞利斯博士大馬路中國銀行大廈 Bank of China Building, Avenida Doutor Mario Soares, Macau
- 銀行匯款手續費及聯繫行費用由支付方負責 The bank transfer handling fees and correspondent bank fees shall be borne by the remitter.
- 匯款後請將匯款單(請附上申請者名稱)傳真至澳門展貿協會 (Fax: 00853-2853 4038) After the remittance, please fax the remittance slip (with Applicant name) to the Macau Fair and Trade Association (Fax: 00853-2853 4038).

##### 2. 支票 Cheque

- 支付予 ATTN : 澳門展貿協會 Macau Fair and Trade Association
- 發票開具後起計7天後, 恕不受理任何申訴 No Complaint will be entertained after 7 days from the date of invoice

#### 3. 付款期限 Payment deadline

課程費用的付款必須在課程開始前四周完成。

The tuition fee must be received by MFTA four weeks before the start of the programme.

#### 4. 更換學生 Student replacement or substitution

只允許在課程開始之前更換學生，但ICCA Skills 及展貿協會有權拒絕學生的更換。課程開始之後不再允許更換學生。

Student replacement is permitted only before the start of the programme and will not be permitted after the programme has begun. ICCASkills and MFTA reserve the right to reject any student substitution.



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**5. 取消政策 Cancellation policy**

取消國際會議專家認證課程的註冊只能在課程開始前至少四周才能進行。在課程開始前四周內取消註冊將不退還費用。退款所產生的手續費由學生承擔。

Cancellation is only permitted at least four weeks before the programme begins. The tuition fee will not be refunded after that point. Handling charges apply.

**6. 畢業證書 Graduation certificate**

國際會議專家認證課程的證書只能授予參加完成所有課時並通過最終考試的學生。成功通過考試的學生將在課程的最後一天的畢業晚宴上獲得證書。

The ICCASkills CICS graduation certificate will only be granted to students who attend all modules and pass the final examination. Successful participants will receive their certificate during the graduation dinner on the final day of the programme.

申請人簽署 Applicant's Signature	日期 Date