

ATTACHMENT A



INCIDENT INVESTIGATION COURSE  
(Kigali, Rwanda, 13 – 16 May 2019)

NOMINATION FORM

1. Name in full: \_\_\_\_\_  
Mr. / Mrs. / Ms. (as should appear in the official listing and name tag)

2. Title or Official Position: \_\_\_\_\_

3. State/Organization: \_\_\_\_\_

4. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Telephone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

6. Hotel \_\_\_\_\_

Date: ..... Signature: .....

Please send the complete form to the AviAssist Foundation at this e-mail address: [training@aviassist.org](mailto:training@aviassist.org)

**TRAINING COURSE Terms and conditions**

1. MAXIMUM 12 participants
2. Course bookings close 14 days prior to course commencement
3. Courses may be postponed should there be insufficient delegate bookings
4. Payments made for postponed courses will be reimbursed in full
5. Invoices will be sent on receipt of booking registration
6. A 50% deposit is required within two weeks of receiving invoice to secure enrolment
7. Full payment is due 2 weeks prior to course commencement

**Cancellation Policy:**

Cancellation up to 20 days prior to course commencement – no charge  
Cancellation 7 – 19 days prior to course commencement – 50% of course fee payable  
Cancellation under 7 days of course commencement/'no show' – 100% of course fee payable

*Note: Participants are expected to make their own transport, hotel & visa arrangements*