

**Partnership Brokers Training May 15 - 18, 2017**

Toronto, Ontario, Canada

**Application Form**

Please complete the application form in full and submit by email to Rachel Adrian at [partnershiptraining@jsdaw.com](mailto:partnershiptraining@jsdaw.com)

**Course Title:** Partnership Brokers Training

**Course Date:** May 15 - 18, 2017

**Registrant Information**

First name:	
Last name:	
Telephone:	
Email:	

**Role Information**

Job title:	
Organization:	
Professional sector:	Please select one: Academia Independent Partnership Broker International Agency, IGO NGO, NP Private Sector Public Sector Social Business Other – if other, please give details
Geographical area of operation:	

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**Contact address**

Home or work:	<input type="checkbox"/> Home <input type="checkbox"/> Work
Address:	

**Relevant Higher Education &/or Professional Qualifications:**

**Key Skills:**

**What are your reasons and expectations for applying for this course?**

Please state in the box below why you would like to take part in Partnership Broker Training and how you would apply the skills developed during the non-residential course to your work. Note: you may attach additional pages in answer to this question.

**Please indicate whether you can demonstrate any (or all) of the following:**

- Past or present engagement in multi-sector partnerships, as either a convenor, advisor, negotiator, partner or third-party facilitator.
- Preparation of detailed case studies or impact evaluations of partnerships for sustainable development.
- Professional training and field experience in 'interest based negotiation', be that in relation to partnering, facilitation of multi-stakeholder dialogue, or dispute resolution.

**To assist the trainers in preparing for the program, please outline the key partnership brokering challenge(s) you are facing.**

**How did you learn about the course?**

Please indicate whether you can demonstrate any (or all) of the following:

- Partnership Brokers Association website
- Partnership Brokers Association Trainer
- Previous participant
- JS Daw & Associates newsletter
- If other, please specify:

**Please advise of any dietary restrictions for catering purposes:**

Enter text here

**Invoicing & Organizational Agreement**

The base fee for the Partnership Broker Training course in Toronto is: **\$2,400 CAD** plus HST

- Early bird pricing **\$2250 CAD** plus HST application to be received before **March 17, 2017** and invoice paid upon its receipt
- Discounted fee for multiple bookings from a single organization or partnership of **\$2250 CAD** plus HST per person. A maximum of six bookings from the same organization are allowed in order to foster diversity in the program.

Payment should be made in full via PayPal and instructions will be sent with the invoice. Please read Appendix 2, Financial Details for more information. Any questions should be directed to [partnershiptraining@jsdaw.com](mailto:partnershiptraining@jsdaw.com)

**Please indicate who will pay the training fee, and provide details for the invoice**

Employer  Yourself

Unless indicated here, we will make the invoice out to the participant as stated above.

Enter text here

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## APPENDIX 1 – Toronto, Ontario – May 15 – 18, 2017

### Schedule of Dates and Deadlines

All dates are subject to change and applicants will be notified of any changes to the below.

<b>February 1 2017</b>	Start accepting applications.
<b>March 17, 2017</b>	Deadline for early bird applications to be received. Payment is due upon receipt of invoice.
<b>May 8, 2017</b>	Deadline for applications. Successful applicants with paid fees will receive pre-course materials and further details about the course during this week.
<b>May 15 - 18, 2017</b>	Partnership Broker Training in Toronto, Ontario Canada

## APPENDIX 2 - Financial Details

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The Partnership Broker Training course fees cover:

- All tuition fees.
- Background reading materials and course handouts.
- Breakfast, lunch, coffee and tea.

The Partnership Broker Training course fees do NOT include:

- Travel and parking costs incurred to attend the course.
- Accommodation and additional meal costs.
- Per diems for participants during the course.

Once an applicant has been formally accepted and offered a place in the Partnership Broker Training course, an invoice will be sent to the nominating participant organization. All course fees must be paid immediately upon receipt of the invoice. The applicant is responsible for the payment of this invoice, regardless of the funder. A space in the course is not secure until fees are paid in full.

### Cancellation Policy

#### Cancellation by Candidate:

Once accepted into the course and an invoice for payment of fees has been issued, a cancellation fee will be immediately due should the candidate withdraw, irrespective of whether or not payment has been made. The cancellation fee is as follows:

- 25% of the program fee for withdrawals made before April 15, 2016.
- 50% of the program fee for withdrawals made within three weeks of the course start date.
- 100% of the program fee for withdrawals made within one week of the course start date.

#### Cancellation by Organizers:

If, for whatever reason, this course is postponed or cancelled by the organizers, applicants will be notified at least one week before the start date of any such changes. JS Daw & Associates / PBA cannot accept liability for any expenses incurred. There will be a full refund of any course fees paid.

### Consent

\*I confirm that I have read and understood the information provided in this form, and that the information that I have given in this application is complete and true.

\*I confirm that the Partnership Brokers Association may send me information related to this course, and other Partnership Brokers Association activities.