

# Registration Form

## The Essentials Luxembourg - 2024

Please complete this form in electronic format (one form per participant) and return it to [certifications@ila.lu](mailto:certifications@ila.lu).

### Personal Information

First name		Last name	
Company		Position	
Office phone		Email address	
Mobile phone (*)		Private email address	
Postal address (**)			

(\*) will only be used in case of last-minute information

(\*\*) used for admin purpose

### Registration

I hereby register for one of the following sessions:

- ☐ 13-15 November 2024      ☐ 08-10 January 2025

### Membership

- ☐ I am an individual ILA member
- ☐ I am an affiliated ILA member under the corporate membership of my company  
(Please mention the company name) \_\_\_\_\_
- ☐ I am not an ILA member but I am applying as an [individual member](#)
- ☐ I am not an ILA member

## Invoicing

The invoice should be sent to:

Company name (if applicable)	
To the attention of	
Address	
Email address	

## Pre-requisites

To enter this certification programme, attendees should fulfill **at least one** of the following conditions:

1.	<ul style="list-style-type: none"> <li><input type="checkbox"/> I have successfully completed the 1st module of the ILA certification programme for directors by attending one of the following programmes:           <ul style="list-style-type: none"> <li><input type="checkbox"/> International Directors Program – INSEAD Date of the session successfully completed _____</li> <li><input type="checkbox"/> Director Effectiveness/ Board Effectiveness – Guberna Date of the session successfully completed _____</li> <li><input type="checkbox"/> Certificat Administrateurs de sociétés - IFA Date of the session successfully completed _____</li> <li><input type="checkbox"/> Diploma in Company Direction – IoD Date of the session successfully completed _____</li> <li><input type="checkbox"/> Qualifizierter Aufsichtsrat - Deutsche Börse Date of the session successfully completed _____</li> </ul> </li> </ul>
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2.*	<p><input type="checkbox"/> I have been a board member (executive and/or non-executive) of companies having effective economic activities for at least 4 years. My mandates are the following (<i>please mention company names and mandate periods i.e. mm/yyyy</i>):</p>     <p><input type="checkbox"/> I have been also a board member of the following non-profit organisation(s) for at least 4 years (<i>please mention company names and mandate periods i.e. mm/yyyy</i>):</p>
3.*	<p><input type="checkbox"/> As an executive, I have a comprehensive experience covering all aspects of Board activities of at least 5 years with Boards of Directors and/or committees of the Board (<i>please describe shortly your role and Board experience</i>):</p>

*(\*) Admission based on this condition remains at the discretion of the ILA Executive Committee. If you are unsure whether you meet the pre-requisites for this course, please contact the ILA Certifications Team to discuss (certifications@ila.lu - +352 26 49 58 5976).*

## Biography

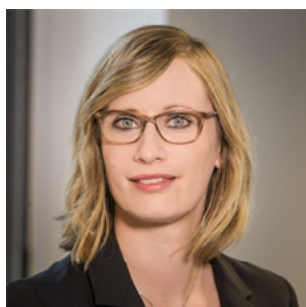
As we are planning to hand out a document introducing the speakers as well as the participants, please provide us below with a **brief professional biography** together with a **recent picture** (*an example is available below*).

The picture can be provided separately in .jpg format to [certifications@ila.lu](mailto:certifications@ila.lu).

- ☐ I already provided my picture to ILA for membership or other training purposes and I agree to have this picture used in my biograph



### Example of professional biography



#### Anne-Marie Nicolas

Anne-Marie Nicolas is a partner with the Banking and Finance department of the international law firm Loyens & Loeff. She specialises in international banking and finance transactions and regulatory matters relating to the financial services industry. She also advises on insolvency, structured finance and corporate governance matters.

Previously, she was a banking and finance lawyer with a magic circle law firm in Luxembourg and headed the EMEA and India corporate and banking legal practice of a USD13 billion industrial group listed on the NY stock exchange, where she also acted as an executive board member for a number of the group's entities and advised subsidiary board members in 33 countries.

Anne-Marie is Luxembourg law and New York law qualified and a member of the ILA Banking Committee and the ILA Marketing and Communication Committee. Anne-Marie is also a member of the Business Finance Forum of the ABBL (Bankers and banks association of Luxembourg).

Anne-Marie holds masters in French and German Law from the university of Paris I-Panthéon-Sorbonne and the Universität zu Köln and an LL.M. in American law from Boston University. She speaks fluent French, German and English.

## Dinner

- ☐ Yes, I will attend the dinner of my session

Please specify should you have any dietary restrictions \_\_\_\_\_

- ☐ Sorry, I will not be able to attend the dinner

## How did you hear about this training programme?

ILA

- ☐ Website      ☐ Promotional flyer      ☐ Event      ☐ Newsletter      ☐ ILA member

Others

- ☐ Social media (LinkedIn/Twitter)      ☐ Press article/magazine  
☐ Employer/colleague      ☐ Other \_\_\_\_\_

What are your motivations, objectives, and goals for attending this training programme?

# Practical information

## Date and time

Day 1: 08:30 – 18:00 followed by networking dinner

Day 2: 08:30 – 17:30

Day 3: 08:30 – 17:00

## Venue

INNSiDE by Meliá Luxembourg  
12 rue Henri M. Schnadt  
L-2530 Gasperich Luxembourg

*Only a few parking spots are available at the hotel, at your own expense. Please use the P+R around the venue (P+R Lux Sud or P+R Stade) or public transport.*

## Language

The course is conducted in English.

## Fees & Conditions

- The course will be invoiced as follows:
  - For ILA members: **2,175.00 EUR (+VAT 3%)**
  - For non-members: **2,805.00 EUR (+VAT 3%)**
- These fees cover training materials, refreshments, lunches and dinner on the first evening.
- Fees must be paid at the latest **10 business days prior** to the start of the first course.
- Cancellation fees: please refer to the [ILA General Terms and Conditions](#) for Category 2 ILA courses.
- ILA is authorised as a provider of continuing vocational training by the Ministry of Education (ministerial approval dated 11 October 2011). Fees are eligible for State co-financing.

## Consent

- ☐ I hereby agree to the [ILA General Terms and Conditions](#) and accept to be invoiced for this training programme.
- ☐ I hereby agree to share my name, company information and biography with the other participants and speakers, only in the context of this training programme.
- ☐ I hereby authorise ILA to use the pictures that may be taken during the session for communication purposes, and to publish them on its website and/or any promotional material. Please refer to the [ILA Privacy notice](#) for more information.
- ☐ I am fully aware that all ILA courses are conducted under the Chatham House Rule. Therefore, I hereby agree to respect the confidential nature of all and any discussion which will take place during the sessions.
- ☐ By sending back the form, I acknowledge that I have read the [ILA Privacy notice](#) and [ILA General Terms and Conditions](#), that I accept them, and that I agree to be invoiced for this training.

Please note that we need you to return this form in its original **editable format**, the below signature box can be filled in by simply typing your full name.

Signature: