

# Registration Form

## “The Essentials-Luxembourg” – 2023

Please complete in electronic format one form by registrant and return to [m.terren@ila.lu](mailto:m.terren@ila.lu). By sending back the form, you acknowledge that you have read the ILA privacy notice and the ILA Terms & Conditions, that you agree to them and accept to be invoiced for this training.

**Registration:** I hereby register for **one** of the following sessions:

11-13 January 2023

03-05 July 2023

First name		Last name	
Company		Position	
Office phone		Email address	
Mobile phone <i>(will only be used in case of urgency)</i>			

I am an individual ILA member

I am an affiliated ILA member *(please mention the company name)* \_\_\_\_\_

I am not a ILA member

The program includes a dinner in the evening of the second day in the presence of a guest speaker.

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

**Invoicing:** the invoice should be sent to:

Company	
To the attention of	
Email address	
Address	





3	<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> ):
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If you are unsure whether you meet the pre-requisites for this course, please contact the ILA Education Team to discuss ([m.terren@ila.lu](mailto:m.terren@ila.lu) - +352 26 49 58 5975 ).

**Biography:** as we are planning, for networking purposes, to hand out a document introducing the speakers as well as the participants, please provide us with a **brief professional biography** together with **a picture** (*see a biography attached as an example*). The picture can be provided separately (jpg format) at [m.terren@ila.lu](mailto:m.terren@ila.lu) and [a.voltzenlogel@ila.lu](mailto:a.voltzenlogel@ila.lu)

- I hereby agree to share my contact details (i.e. professional email address and phone number as mentioned here above) with the other participants
- I hereby authorize ILA to use my photographs that may be taken during the session for its communication, and to publish them on its website and/or promotional material.

# Practical information

## DATE AND TIME

11 – 13 January 2023

11 January: 8.30 – 17.30

12 January: 9.00 – 17.30

13 January: 8.30 – 16:00 n

03 – 04 July 2023

3 July: 8.30 – 17.30

4 July: 9.00 – 17.30

5 July: 8.30 – 16:00

## VENUE

TBD

## FEES

- 1,975.00 € for ILA members (+ VAT 3%)
- 2,550.00 € for non-members (+ VAT 3%).

These fees cover tuition, training material, coffee breaks, lunches and one dinner.

ILA is authorized 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.

## LANGUAGE

The course is conducted in English.

## PAYMENT

Payment of the invoice is due upon reception. In any event all fees must be paid prior to the start of the program, payment is a condition for participation.

## CANCELLATION POLICY

Any cancellation should be communicated in writing to [m.terren@ila.lu](mailto:m.terren@ila.lu) no later than 10 business days prior to the date of the course.

After this period, the invoice will remain due in full. Substitution of a participant by another is possible under the condition that the person meets the pre requirements and that a new registration form is sent at least 5 business days prior to the date of the course to [events@ila.lu](mailto:events@ila.lu). (\*)

## CERTIFICATE OF PARTICIPATION

A certificate of participation will be provided to each participant at the full completion of the course. In case a participant is not able to attend one module, he/she will be allowed to catch-up this module at one of the two next sessions. Participation at the catch-up module is mandatory.

## CONFIDENTIALITY AGREEMENT

All ILA courses are conducted under the Chatham House Rule. Trainers & participants are requested to respect the confidential nature of discussions that will take place during the sessions.

***(\*) Please note that due to year-end holidays, any cancellation or substitution for the January 2023 session must be received by Monday 19 December 2022, close of business, as the ILA offices will be closed during the holiday season.***

## Example of a 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-Pantheon-Sorbonne and the Universität zu Köln and an LL.M. in American law from Boston University. She speaks fluent French, German and English.