Practical information
Training course
Reducing the environmental footprint of humanitarian response in Lebanon

Training fees
International NGO = USD 300
National NGO = USD 200
Individual = USD 200
Early bird fee A reduction of USD50 will be applied to learners who complete their registration before 20 May 2022.

If your agency is registering more than one participant, we kindly suggest that you respect gender balance.

Groupe URD is a registered Training centre no. 82 26 01542 26.

Additional expenses
Learners will cover all of their extra expenses, such as travel and accommodation.
Lunches and coffee breaks are included in the training package.

Location
The training course will take place in Beirut, Lebanon. The exact address will be communicated at a later date.
The premises are accessible to people with reduced mobility. For any questions relating to disability, please contact Isabelle Dupuis-Joubin (dupuis-joubin@urd.org).

Registration
Step 1 : Send us your application
Submit your application by filing in our online registration form. Deadline for submitting online application : two weeks before the start of the training course.

✔ See our upcoming training courses https://www.urd.org/fr/actualite/prochaines- formations-a-lagenda
✔ Consult the training course page
✔ Click on the orange button « Register here » and fill in our online registration form
If your profile corresponds to the target audience and you fulfil the minimum requirements (see above), you will receive an e-mail confirming that we have received your application, with a training contract for signature.
For any questions relating to disability, please contact Isabelle Dupuis-Joubin (dupuis-joubin@urd.org).

Step 2: Finalise your registration
To finalise your registration, return your signed training contract and pay your training course fees.

✔ Send your signed training contract to: formations@urd.org ;
✔ Pay your training course fees by bank transfer or cheque.
Please contact formations@urd.org if you encounter any difficulties with the international transfer. On receipt of the signed contract and payment of the training fees, you will receive an e-mail confirming your registration.

**Step 3: Prepare your arrival**
Ten days before the start of the training course, you will receive an e-mail notification with all the necessary practical details.

**Registration deadline: 2 June 2022**
Groupe URD reserves the right to cancel the course if a minimum of eight participants is not reached ten days before the start of the course. The maximum number of participants is twenty.

**Payment and invoicing**
To pay your training fees, please issue a bank transfer to the following bank account. You will receive an invoice at the end of the training course.

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<tr>
<th>Groupe URD bank details</th>
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Please ensure that you include all bank charges in your payment.