****

**The SGIS Annual Conference** **at the Swiss Education Group Campus, Caux-Montreux**

**Friday, March 9th, 2018**

**Registration for the Annual Conference Senior Management Session, 9th March**

**Individual Registration – Board Member: CHF 200**

Registration includes Keynote session, Directors and Board Members Session, Lunch and Gala Dinner

Terms and conditions

**Gala Dinner** - Friday 9th March, by registration only (The Gala Dinner will be held at the César Ritz Cullinary Arts Academy in Le Bouveret). There are limited places. Please indicate if you wish to attend.

Apero 19:00-19.30 & Dinner 19:30. Dress code – Smart casual.

**Transport to the conference venue**

Transport will be provided from Montreux to Le Bouveret and back to Montreux. Please register if you wish to book transport on your registration form.

Coach transport will be provided free upon registration at peak arrival times at specific times indicated in the programme

For public transport to Caux please look at [www.cff.ch](http://www.cff.ch)

**Important information on cancellation of conference fees – Please read carefully**

\**Please note that an administration fee of 75% will be levied on registration fees for any cancellation after January 10th*

*\* Cancellation after Feb 28th – no reimbursement of registration fees*

*\*Cancellation or no-show at the Gala Dinner CHF 100*

*Please pay your registration fee before conference date directly to: Swiss Group of International Schools, UBS PO Box, CH1260, Nyon. Account number: 228-E0122617.0.*

Please return this form **no later than February 23rd 2018 at 16:00** to: Jackie Chan-Kam, Executive Secretary: [Jackie.chankam3@gmail.com](mailto:Jackie.chankam3@gmail.com)

**Registration Form**

**Name of School**:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Board Member name Name** | **School Name and email address** | **Will you need transport from Montreux to the conference venue and back to Montreux?**  **Yes/No** | **\*Do you require a specific diet? Please state: Vegan, Vegetarian, or Dairy free?** | **Are you attending the gala Dinner?**  **Yes or No.** | **Will you need transport to the Gala dinner from Montreux and back again**  **Yes or No** | **Total amount paid** | |
|  |  |  |  |  |  | |  |