Venue, links and contacts

The Courses are held at the International Institute of Humanitarian Law (the Institute):

Villa Ormond - Corso Cavallotti 113, 18038 Sanremo – Italy

Institute - Website: www.iihl.org - Email: sanremo@iihl.org - Telephone: +39 0184541848 ext. 205

Department of International Refugee Law and Migration Law - email: refugee.department@iihl.org

Registration Fee (650 Euros)

Once selected, the registration fee should be remitted before the start of the Course.

The registration fee covers:

- Course material
- Lunches and coffee breaks on workshop days
- Reception cocktail and Course dinner
- Course photograph and certificate
- Transport from and to Nice airport and Sanremo

The registration fee does not cover any other expense incurred by the participant, such as accommodation, laundry or telephone calls, nor any other per diem incidentals. Participants must ensure that they bring with them sufficient funds to pay for such expenses or have access to funds in Sanremo via their bank.

Financial assistance: Eligibility for scholarships

A very small number of scholarships is available for our courses and so cannot be automatically guaranteed to the applicants. Scholarships may not be available for every workshop and will be dependent upon availability of sponsor funding. The Institute itself does not offer scholarships, but is able to sponsor participants on behalf of donors, who may collaborate with the Institute for particular courses.

If you wish to be considered for a scholarship you must apply to the Course at least 6 weeks in advance. Please note that there are two types of scholarships granted by the Institute: full scholarships and half scholarships.

- Full scholarship includes: (1) air ticket in economy class from the nearest international airport in the country of residence to Nice (France); (2) shuttle Nice airport-Sanremo-Nice airport; (3) accommodation on a full board basis in Sanremo; (4) registration fees and documentation.
- Half scholarship includes: (1) shuttle Nice airport-Sanremo-Nice airport; (2) accommodation on a full board basis in Sanremo; (3) registration fees and documentation.

All other expenses will have to be borne by participants.

As per procedure, the Institute does not provide scholarships to representatives of United Nations agencies, members of large international organisations, and students.

Cancellation policy

- Candidate participants whose cancellation request is received more than 14 days prior to the start date of the Course will incur in no liabilities, except for bank charges.
- Candidate participants whose cancellation request is received within 8 to 14 days prior to the start date of the Course will incur in an administration fee equal to 50% of the fee.
- Candidate participants whose cancellation request is received within 7 days prior to the start date or after the commencement of the Course will incur in an administration fee equal to 100% of the fee.
Course language

It is essential that participants have a good command of the language of delivery of the Course, as they will have to consult working documents, follow lectures, and participate in group discussions and exercises. Simultaneous translation is not provided. Participants may be refused attendance to the Course if their language skills do not achieve the level required for the training.

Course material and documentation

All the necessary documents will be provided by the Institute.

Course certificate

All participants attending lectures and seminars in full will receive a Course Certificate at the end of the training activity.

Accommodation

Once accepted to the Course, the Institute will be pleased to provide/advice to participants with a list of recommended hotels next to the venue, with special rates. The rates are in Euros, per person, per night. We are able to make the hotel reservation for you. Lodging and meals, except for lunch on workshop days, must be paid by the participant.

Transport to Sanremo

The Institute will organise a transfer service for groups of participants who arrive at similar times at the Nice airport in France (the most convenient airport to Sanremo), on the day before the Course begins. If you wish to take advantage of this service, please book your flight accordingly. Please note that the Institute cannot be held responsible for delays of the airlines in delivering the luggage or reimbursing the loss of luggage.

Passport and Visas

Your passport must be valid for the entire period of your stay. Where a visa for Italy is required, you are expected to obtain your visa before leaving your country. Please visit the web page: http://vistoperitalia.esteri.it/home/en for further information. If you do not obtain a visa, you will be refused entry into Italy. Participants arriving at the Nice airport must be in possession of a Schengen visa for Italy and France.

The Institute will not be held responsible for any participant not being able to enter the country and no refund of the Course Fee will be made.

Insurance – Travel and health

It is the responsibility of each participant to obtain a visa and have adequate travel and health insurance for the whole duration of the trip. Under no circumstances can the Institute be held responsible for medical expenses incurred during a participant’s stay in Sanremo.

General Information Travel

Sanremo is located in the Northern part of Italy, approximately 140km West of Genova and 60km East of Nice, France. The nearest airport is in Nice, a one-hour drive from Sanremo.

Library

The Institute has a library on the first floor with over 4,000 volumes (texts, monographs, reports, journals reference materials) mainly in English, French, Italian, Spanish, Arabic and Russian. Photocopying facilities are also available for participants.

Administration Support

We are available for information and support on your travel and accommodation.

Please contact us by email: refugee.department@iihl.org
or by phone: + 39 0184541848 ext. 205