



General Information for Course Attendance

Venue

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

Villa Ormond – Corso Cavallotti 113

18038 Sanremo – Italy

Telephone: +39 0184541848ext205 – Fax: +390184541600 – sanremo@iihl.org – www.iihl.org

Registration Fee: 900 Euro

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 working days
- Reception drinks and course dinner
- Course photograph and course certificate
- Transport from and to Nice airport

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 such funds in Sanremo via their bank.

Financial Assistance: Eligibility for Scholarships

A very small number of scholarships are available for some courses and so cannot be guaranteed purely by application. Scholarships may not be available for every course and will be dependent upon availability of sponsor funding. The IIHL itself does not offer scholarships, but does so on behalf of sponsors who may collaborate with the IIHL for particular courses.

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

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

All other expenses will have to be borne by the participants.

Cancellation Policy

- Candidate participants whose cancellation request is received in excess of 14 days prior to the start date of the training activity will incur 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 training activity will incur 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 training activity will incur an administration fee equal to 100% of the fee.

Course Administration

Language

It is essential that participants have a good command of the working language of the course as they will have to consult working documents and follow lectures and debates. Simultaneous translation is not provided. Attendees may be refused entry into a course if their language skills do not achieve the level required for the course to such an extent that they would have a detrimental impact on the course experience for other participants.

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 course.

Accommodation & Travel

Accommodation

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

Transport to Sanremo

The Institute will organise a transfer service for participants who arrive at Nice Airport in France (the most convenient airport to Sanremo) the day before the course begins. If you wish to take advantage of this service, please book your flight accordingly.

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, you will be refused entry into Italy. Participants arriving at 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 have adequate travel and health insurance for the whole duration of this trip and will be required to obtain a visa. Under no circumstances can the Institute be held responsible for medical expenses incurred during a participant's stay in Sanremo.

General Information

Accommodation

Accommodation, meals and all other sundry costs which are not covered by the registration fee will be at the personal expense of participants. We provide a list of local hotels with special rates to those who are attending our Courses and the Institute can help with hotel bookings if required.

Travel

Sanremo is located in the northern part of Italy approximately 140km west of Genoa 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, CDs and videos) mainly in English, French, Italian, Spanish, Arabic and Russian. Photocopying facilities are also available for participants.

Administration Support

The Course Administrator Ms Patricia Panizzi is available for all information or support concerning logistic aspects (travel, booking hotels, administrative details etc).

panizzi@iihl.org – Tel.: + 39 0184541848ext205