



Registration Form

International Assignment Briefing

Only complete this form if you have a confirmed booking on a programme at Farnham Castle

Sponsor Details					
Programme				Date(s)	
Company					
Contact Name					
Tel					
Email					
Assignee Details					
Title	Mr	Mrs	Ms	Other	
Family Name					
First Name(s)					
Date of Birth	Day		Month		Year
Nationality					
Home Address					
City					
Postcode				Country	
Telephone	Home			Work	
	Mobile				
Email					
Partner Details (if applicable)					
Partner's Name					
Nationality					
Date of Birth	Day		Month		Year
Destination Details					
Destination				City/Region	
Job Title on assignment					
Job Function (include regional responsibility)					
Assignment Start Date				Expected duration of assignment	
International Related Experience					
Previous visits to destination country. Eg. Business trips, "look-see", holidays					
Delegate					
Partner					
Knowledge of language in destination country					
Delegate	Basic	Intermediate	Advanced	Fluent	
Partner	Basic	Intermediate	Advanced	Fluent	
Previous expatriate assignments (country/date)					
Delegate					
Partner					

Registration Form

Please complete as appropriate			
Will your partner accompany you on assignment?	Yes	No	Will your children accompany you on assignment?
Will your partner attend this briefing?	Yes	No	
If you have children, please give names and ages			
Name	Age	Name	Age

Accommodation at Farnham Castle and Arrival Details			
<i>Please note: Accommodation must be pre-booked, and an additional charges will be made to your sponsor.</i>			
Intended time/date of arrival at Farnham Castle			
Do you require an evening meal at 1930 on the day of arrival?			
Please reserve accommodation for night(s) of:	(excluding Sunday night)		
Do you have any dietary and/or mobility requirements?		No	
If yes, please give specific details:			
Airport Collection required?	Yes		No
Heathrow		Gatwick	Other
Flight Number	From		
Arrival time			
Additional Requirements			
Would you like information about Farnham Castle Family programmes (appropriate for children aged 8-16)?	Yes		No
Would you like more information about Language Training at Farnham Castle?	Yes		No
Have you previously attended a training programme at Farnham Castle?	Yes	No	Country/year

Important

Please read and sign below.

The information you give in this form will be used solely for the purpose of providing this specific training programme. We will need to pass on relevant information to the trainers so that appropriate content can be prepared. Your personal details will not be given to any third parties without your consent other than as stated above.

Returned expatriates contribute to many programmes, and bring a valuable insight to new assignees.

We would therefore like the opportunity to contact you.

I agree / do not agree that Farnham Castle may contact me (please delete as appropriate)

I agree that Farnham Castle may use data as stated above.

Signed	
Date	

If you have any questions regarding this form

please call us on +44 (0)1252 720 415

Please return this form to Customer Services:

customerservices@farnhamcastle.com or by fax +44 (0)1252