



## Application form

We are pleased by your interest in our Executive Development Program ANNA+Cie. We greatly look forward to receiving your complete application documents, including your CV, and furthermore meeting you in person to learn more about you and your goals.

Please keep in mind that registration for the ANNA+Cie program can only take place through the delegating company.

Any information will of course be kept absolutely confidential.

A complete CV is to be attached to the registration.

### Information about the participant

Title	First name	Surname	Academic title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Company name

Company address

Post code

City

Telephone

Mobile

Email address

Position and responsibility of the participant within the organisation/company

Reports to (position)



**Language Skills of the Participant:**

Very good written and spoken English skills are a basic requirement for the participation in the ANNA+Cie program.

**Staff responsibilities of the participant (direct/indirect)**

**Budget responsibilities of the participant in EUR (costs/sales)**

**Challenges within the current position of the participant for the next few years**

**Biggest professional or personal success**

**Expectations and goals of the participant from the ANNA+Cie program**

**Participation of other leadership programs to date:**

**Name of the program**

**Time period**

**Personal assessment giving reasons**



## Information about the company

**Industry**  **Annual turnover in EUR**

**Products**  **Number of employees**

**Company homepage**

## Executive contact person within the company

**Title**  **First name**  **Surname**  **Academic title**

**Position**  **Telephone**

**Mobile**  **Email**

## Recipient of invoice within the company

**Title**  **First name**  **Surname**  **Academic title**

**Address**  **Post code**  **City**

**Remarks about issuance of invoice**



Please list two referees whom we may contact.

## References

Title	First name	Surname	Academic title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Company	Position
<input type="text"/>	<input type="text"/>

Telephone	Email
<input type="text"/>	<input type="text"/>

Title	First name	Surname	Academic title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Company	Position
<input type="text"/>	<input type="text"/>

Telephone	Email
<input type="text"/>	<input type="text"/>

## Leave

The participant of the ANNA+Cie program is to be released from her tasks for the duration of the four working sessions.

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Date	Place	Signature (participant)
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Date	Place	Signature (contact person within the company)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please send your complete participation documents to:

**ANNA+Cie**  
**Siegle-Kvarnström & Kvarnström GbR**  
Rothenbaumchaussee 197  
20149 Hamburg  
Germany

s.ratuschni@anna-cie.de  
www.anna-cie.de



## General Terms and Conditions for Anna+Cie

### Liability of Booking

A place for the participant is booked bindingly, in line with the service package, upon receipt of the registration. The program will be carried out if at least 8 participants have booked bindingly up to 6 weeks before the corresponding kick-off date. ANNA+Cie reserves the right to cancel the program if, contrary to expectations, less than 8 participants have registered for the program.

### Services

The following service package (spread out over 12 months) is covered by the fee:

- Kick-off event
- "Matching" of mentor and mentee
- Intensive training in 4 three-day modules
- Continuous and personalized support for the participants
- Working documents
- Food and beverages (excl. breakfast)
- Closing event

ANNA+Cie reserves the right to change the location and / or time of modules and events.

### Non-participation

If a participant is unable to attend a module, she has no right to reimbursement of costs or participation of the module at a later point in time. ANNA+Cie will, ex gratia, make efforts to let the participant take part in the module with a later group. Transferring registration to another person is generally not possible.

### Invoice Issuance

All prices are quoted before statutory value added tax of 19%. The total fee for the program is € 19,500 plus 19% VAT and will be invoiced after the binding registration.

The fee includes all working documents, but excludes traveling costs, accommodation and breakfast.

### Alumni Program

The ANNA+Cie program aims to create a permanent network that promotes the exchange of experiences beyond company, industry and country borders. After the completion of the main program, with its four modules, the established network among the ANNAs is strengthened by annual alumni meetings. Attendance of the 2-day alumni meetings is mandatory for the first 3 years after completion of the main program in a sense of sustainability. The focus is to work on old and new topics with the help of external referees.



The meetings are rounded off with company visits.

For this, the annual costs amount to € 1,250 plus the statutory VAT (excluding accommodation and breakfast) and are invoiced separately for the participating companies.

#### Cancellation

A free-of-charge cancellation for participants that have booked bindingly is only possible if the cancellation is received in writing by ANNA+Cie at Rothenbaumchaussee 197, 20149 Hamburg at least 8 weeks prior to the kick-off event. After this date and up to 4 weeks before the start of the 1st module, 50% of the fee is to be paid, that is, € 9,750 plus 19% VAT are due 4 weeks before the Kick-Off event. With any cancellation at a later date, the entire participation fee is charged.

#### Severability Clause

In case of any of the provisions of the contract are deemed invalid, fully or in part, the validity of the remaining provisions remains unaffected. The ineffective condition will be retrospectively replaced by a condition that reflects the contents and intention of the original condition as closely as possible.

#### Accident Insurance

The participants are not insured through ANNA+Cie for accidents.

#### Place of Jurisdiction

The law of the Federal Republic of Germany is applicable with Hamburg as the place of jurisdiction.

#### Data Storage/Data Protection

The data necessary for the initiation and implementation of the contractual relationship is stored by ANNA+Cie in accordance with the German Federal Data Protection Act. All data is of course treated confidentially and will not be passed on to third parties.