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Generative Facilitation Institute
Bergmannstr. 110
10961 Berlin
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- Rückantwort -

Generative Facilitation Certification Program 2023/2024 Application and Registration Form with Terms and Conditions

Thank you for your application for our Generative Facilitation Certification Program of the Generative Facilitation Institute. Please read the following terms and conditions and send back this signed registration form to: Christine Wank, Generative Facilitation Institute, Bergmannstr. 110, 10961 Berlin, Germany. Please also send a copy to: info@generativefacilitation.com. Upon receipt of this signed registration form we will carefully review each application. Once approved we will send you a confirmation and an invoice. Places are limited. We cannot guarantee that we can approve every application. Your registration will be successful after we confirmed your place and have received the program fee as indicated below.

Terms and Conditions for the Generative Facilitation Certification Program (GFCP) 2023/2024:

1. With this registration for our Generative Facilitation Certification Program (GFCP) 2023/2024 you register for the overall GFCP program including all 5 modules.
The Program fee for the overall GFCP is 5.900,- EUR plus 19% VAT (1.121,- EUR) which is in total: 7.021,- EUR. The program fee is due 4 weeks after receiving the invoice, at the latest 12 weeks before the start of Module 1.
The GFCP program fee includes:
 - Personal 1:1 dialogue interview online to kick-start your learning journey.
 - 5 intensive on-site learning modules of 3,5 days each.
 - 2 online webinars.
 - Personal 1:1 coaching session by a trainer of the GFI faculty online (optional)
 - Certification Process in the last module including a demonstration of a live facilitation session and a presentation of a facilitation process design of each participant.
 - Program Reader including handouts, methods and tools.
 - Personal journal and reflection tool.
 - Guidelines for peer learning and coaching in between modules which will be self-organised by the participants and encouraged by the lead facilitator.
 - Access to our Generative Learning Community, our GFI Online Learning Platform with access to further resources as well as to a growing international network of generative facilitation professionals.
2. We plan to run the **GFCP 2023/2024 with an English and German cohort**. You choose below for which cohort you would like to register. **6 weeks before the first module will be the official start date of each GFCP cohort.** You will receive a welcome mail, material for your preparation and an invitation for a **personal dialogue interview** to be held before the first module. It is intended to support you for having an optimal learning experience and start into your learning journey.

Dates for the GFCP 2023/24 German cohort

- Start Date: 02.05.2023
- Modul 1: 13.-16.06.2023
- Modul 2: 26.-29.09.2023
- Modul 3: 23.-26.01.2024 (German and English cohort together, with German translation)
- Modul 4: 05.-08.03.2024
- Modul 5: 14.-17.5.2024

Dates for the GFCP 2023/24 English cohort:

- Start Date: 01.08.2023
- Modul 1: 12.-15.9.2023
- Modul 2: 7.-10.11.2023
- Modul 3: 23.-26.1.2024 (German and English cohort together, with German translation)

- Modul 4: 12.-15.3.2024
- Modul 5: 4.-7.6.2024

Dates for the webinars will be communicated at the start of module 1 and at least 4 weeks in advance. We recommend to plan for 3-4 extra hours between each module for personal preparation, coaching and deepening of the material.

3. **Cancellation policies** are as follows: In the event that you need to cancel your participation in the GFCP, the following policies apply:

- Up to 10 weeks before the start date of your registered GFCP cohort we offer a full refund of the program fee minus a handling and service fee of 250 EUR plus VAT and any banking fees involved.
- Up to 6 weeks before the start date of your registered GFCP cohort we offer a 50% refund of the program fee.
- For cancellations after 6 weeks before the start of your registered GFCP cohort we cannot offer any refunds due to made arrangements. In this case you can present a suitable participant as your replacement where we would need to check if the respective fit would apply.

In the event that you cannot participate in one specific module of your cohort we can check the possibility and availability of a free spot in the parallel cohort of the same year for you. We cannot guarantee a free spot.

In the event that we as GFI need to cancel the overall GFCP (with all 5 modules) we will fully refund your rate in case that the new dates do not work for you. We as GFI are prepared to run modules as online modules or shift dates of certain modules where needed (i.e. due to illness, COVID-19 restrictions etc.) in order to secure a smooth flow of the overall GFCP. We cannot cover any expenses or cancellation costs involved on your side (i.e. cancellation fees for transport, accommodation etc.).

- The GFCP will be conducted by one lead trainer of the **GFI faculty**. In key areas of expertise one additional trainer and expert of the GFI faculty will participate in sessions of certain modules or webinars. The lead trainer and guest faculty can be replaced in case of any given circumstances (i.e. in case of illness, travel restrictions etc.) in order to secure the smooth flow of the overall program.
- The **training language** will be English in the English cohort and German in the German cohort. Module 3 will be held in English with German translation where needed.
- The **training location** will be Berlin, Germany, if not otherwise indicated. We will inform you on the exact training venue after your registration.
- Organisation and costs for travel, lodging, beverages and meals are excluded and will be covered and organized by each participant.** We can assist you by sending a list with respective hotels close to the venue. We recommend that you make an early reservation with the hotel of your choice. The costs for the training venue including coffee and tea breaks for each onsite module (**venue package/Tagungspauschale**) will be charged separately and range from 210 to 230 EUR plus VAT per module. The respective invoice will be sent out before the start of the first module.
- We honor the **privacy of your data**. Customer data is stored to internal settlement and clearing and information purposes. You can object to the use of your data for further information purposes. Please notify us by sending us a letter or email (info@generativefacilitation.com). We will share guidelines of cooperation for each cohort and the GFI online platform at the beginning of the learning journey. They can be sent out in advance.

I hereby register for the Generative Facilitation Certification Program (GFCP) 2023/2024 and agree to the stated terms and conditions above.

I choose to register for the following cohort (please tick the respective box/es of your preferred choice/s):

English cohort

German cohort

I am flexible and could join either the English or German cohort given that my preferred choice above cannot be granted (i.e. due to limited spaces).

Date and Place

Name and Signature

Your contact details and billing information for the GFCP 2022/2023

Please share your contact details and billing address with us.

Name: _____

Address: _____

Country: _____

Billing Address: _____

Country: _____

Phone: _____

Email: _____

I understand that this information will be saved and processed by GFI for internal purposes.

Please indicate below:

I would like to be informed about related news and offerings of the Generative Facilitation Institute:

<input type="checkbox"/>	yes
<input type="checkbox"/>	no
<input type="checkbox"/>	maybe later

Date and Place

Name and Signature

Thank you!
We are looking forward to welcoming you soon to our Generative Facilitation Certification Program!

Warm regards,

Christine Wank
Founder and Program Director - Generative Facilitation Institute