

IACA-2022-AP-0001-747

## INFORMATION FOR THE APPLICATION, ADMISSION, AND PARTICIPATION IN THE IACA REGIONAL ALUMNI CONFERENCE – Latin America 2022

### 1. ABOUT THE TRAINING

The Regional Alumni Conference is a professional training of the International Anti-Corruption Academy (IACA), which is foreseen to take place in Sao Paulo, Brazil, from 27 to 31 March 2023

The training is administered and delivered in the English language with Simultaneous Interpretation in Portuguese and Spanish.

### 2. TARGET AUDIENCE

IACA Alumni from the following countries and areas are eligible to apply; Argentina, Belize, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela.

### 3. FEES

Programme fee amounts to 70 EUR.

Financial Support is available for this training (see 10. below).

The programme fee consists of the training fees, welcome opening dinner, accommodation in a venue hotel in Sao Paulo for five nights, meals, coffee breaks, farewell dinner and social events as described in the programme.

### 4. APPLICATION

Before applying, please carefully read the [General Terms and Conditions for Professional Training](#) and the [Code of Conduct for IACA's Programmes and Activities](#) to understand the terms of your participation

Submission deadline: **7 March 2023**. Later applications may be considered, depending on availability of places.

Application deadline for travel grants and speaker opportunity is **15 February 2023**

Applications should be submitted via the online application form and enquiries may be sent to: [alumniconference@iaca.int](mailto:alumniconference@iaca.int)

Required documents: Copy of passport, Color photo, CV – optional

### 5. ADMISSION

Even though IACA would prefer to have all its alumni in the region participating in this event, we have limited seats available. Should there be a high demand expressed from the regional

alumni network, IACA may conduct a selection process to ensure balance in sectors, gender, and countries. Selected candidates will be notified at the earliest convenience to facilitate travel arrangements.

Admissions will be made on a rolling basis.

## 6. ENROLLMENT

Once your application is reviewed and approved, you will receive an email requesting you to proceed with payment.

Travel grants requests and speaker submissions will be reviewed and confirmed accordingly.

Please note, that by paying or accepting the travel grant offer, **you agree and sign up to the [General Terms and Conditions for Professional Training](#) and the [Code of Conduct](#) for IACA's Programmes and Activities.**

## 7. CANCELLATIONS

You may cancel your participation by sending an email to [alumniconference@iaca.int](mailto:alumniconference@iaca.int)

Cancellation requests received by IACA until **17 March 2023 (included)**, are subject to a cancellation fee charge of 50 EUR.

For cancellation requests received by IACA later than the established deadline, no refund will be made. Grant recipients will be charged the full training fee.

## 8. ADMINISTRATIVE MATTERS

The training starts on 27 March 2023 in accordance with the timetable issued. You are requested to follow the instructions regarding participation as communicated by IACA.

IACA reserves the right to change or adapt the date, time and/or format of the event at its own discretion given the rapidly changing nature of the current global pandemic.

Participants who have successfully completed the training will receive a Certificate of Attendance.

## 9. VISA AND INSURANCE ARRANGEMENTS

Visa arrangements are at the sole risk and costs of participants, including travel grant recipients. Therefore, you are strongly advised to arrange and plan visa early and inform yourself about the required timeframe. You must apply for the necessary visa at the diplomatic or consular representation of the country of the location of the training, well in advance of the planned arrival.

PLEASE NOTE: The denial or late issue of visas are not cases of force majeure and do not exempt participants from his/her payment obligations vis-à-vis IACA.

You are strongly advised to make health and travel insurance arrangements for the duration of the training. IACA does not make any arrangements or cover any costs relating to travel/health/medical issues

## 10. Financial Support

IACA will provide grants that cover round trip travel for alumni from the eligible countries. To be considered for these travel grants, please submit along with your application a summary of presentation and topic (not more than 750 words) including:

- Name of initiative/project/activity/undertaking
- Description of the initiative: Describe general aspects such as country; field/sector; organization/company/institution; area of the initiative/project, e.g., transparency, compliance standards, corruption prevention.
- Corruption problem (being) addressed and objectives: Describe the Corruption problem that the initiative/project addresses and the specific objectives to tackle corruption.
- Stakeholders of the initiative: List the stakeholders and their roles - identify who are the main actors involved in the initiative/project, specify the incentives for each stakeholder group
- Strategy and implementation: Describe the activities, methods, and/or tools applied or are being used
- Results / Impact / what has changed, if possible, include links, publications, or any other material about your initiative.
- Sustainability: Detail how you are addressing sustainability of the initiative
- Final remarks (including policy implications, lessons learned, replicability, etc.)

**Please, mind the terms applicable to travel grant recipients and associated responsibilities, outlined in the [General Terms and Conditions for Professional Training](#).**

The travel grants cover a round-trip travel. This round-trip will be usually arranged between the airport/bus terminal near the grant recipient's residence or other location designated by IACA, and the location of the training, not including transfers. This travel will be booked by IACA at the most cost-effective fares and may involve early/late travel times, including overnight-travel and stopovers, as well as participant arriving on earlier date/departing on a later date. Additional costs, such as extra-luggage/weight are not covered by IACA.

Costs for any arrangements other than at the most cost-effective economy rates, standards, and dates, including re-bookings/change of itinerary shall be borne by the grant recipient.

The three most outstanding collective action submissions will be also selected **for speaker/presentation opportunity** during the Alumni Conference.

Grant submissions will be accepted **until 15 February 2023**

Annex I – General Terms and Conditions for Professional Training

Annex II – Code of Conduct for IACA's Programmes and Activities