

## iExceLL 2016

Introduction to Excellence in Local Legislation

**It's as easy as 1-2-3** 😊



### **Get invited**

For invitations you may do two things. You can call our Course Secretariat at telephone numbers (02) 928.3914 or (02) 925.7422 or email us at [crlgcourses@gmail.com](mailto:crlgcourses@gmail.com) and request for an official invitation. Please give the following details:

1. Your name
2. The position to which you were elected
3. Your contact details: email address, mobile number(s), telephone and fax numbers

Our course coordinators will send you an invitation. However, **receiving an invitation letter DOES NOT automatically guarantee a slot for you in the course.** Please read the instructions for registration carefully and proceed to reserve a slot.

### **Reserve a slot**

In order to reserve a slot:

1. Please fill out the registration form which will be sent with the invitation letter.
2. Pay the reservation fee of PHP3,000 or the full registration fee of PHP10,000 preferably through bank transfer. Details are indicated in the registration form. Or you may pay personally at CLRG.
3. Send the accomplished registration form with the validated deposit slip through fax or email or submit them personally at CLRG.

Please keep the original deposit slip and bring it with you when you come to the course. Our Secretariat may need to validate your payment.

### **Wait for confirmation**

Once you have completed the reservation, the Course Secretariat will send you a **Letter of Acceptance** which will confirm your enrolment in the course and provide some simple instructions to help you prepare for the course.