



LANGUAGE INSTITUTE

Subject: Invitation to A 16-week Basic Arabic Language course (BALC)

Date: 13 Aug 2017

References: A. Euro Atlantic Partnership Work Plan 2011.

B. Mediterranean Dialogue Work Program 2011.

C. Istanbul Cooperation Initiative Menu of Practical Activities 2011.

D. Military Cooperation Guidance for the Execution of 2011 outreach Programs, signed 13 Jan 2010.

E. Po (2011) 0212, implementing guidance for the Partnership Cooperation Menu (PCM), 31 May 2011.

1. The HQ of JAF/ Language Institute as an action authority for the sixteen-week Basic Arabic language Course (**BALC**) is pleased to invite NATO Nations, PFP countries, MD, ICI and Partners across the Globe to participate in this event which will take place in Jordan Armed Forces Language Institute(JAFLI) Zarqa, Jordan from 4 Mar – 21 June, 2018.
2. The goal of this course is to qualify the participants in Arabic language up to the level that they become able to communicate, read appropriately, comprehend the written and spoken forms utterances and write meaningful sentences. The overall aim of the course is to provide participants - who will be possibly deployed in an Arabic speaking environment –with the required level in Arabic language, culture and colloquialism to enhance and improve their knowledge throughout the course that provides sufficient time to achieve such aim.
3. The security classification for this event will be NATO UNCLASSIFIED RELEASABLE to NATO/ PFP/MD/ICI/PAG.
4. A final schedule (agenda) for the course is attached at Annex A.
5. A description of the course content, Language skills, and total number of lessons for every language skill and mechanism of execution for BALC are attached at Annex B.
6. Administration instructions are included in Annex C to allow enough time for detailed planning. We kindly request NATO nations to return the application form (see Annex D) no later than 24 Feb 2018 to our point of

contact (see Para. 8) and the partner (PFP/MD/ICI) nations return the application form to Military Cooperation Division (MCD) by e-mail or fax. The POC for the Military Cooperation Division is detailed in the MCD cover letter.

7. The course fee will be (4500) \$ per individual. In addition to that every participant will pay for his accommodation, meals and flight e-tickets. Further details will be mentioned in the administration instructions in Annex "C" attached.
8. Other event details can be found in the partnership real-time information, management and Exchange system (ePRIME).
9. Points of contact:

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Commandant,
JAF Language Institute
Col. Khalefa N. Aledwan

Annex “A”

WEEKLY PROGRAM FOR THE BASIC ARABIC LANGUAGE COURSE

Week 1

	Class 1	Class 2	Class 3	Class 4	Class 5
Sunday	Reading “John in Class”		Grammar Practice / Pronouns	Conversation/ Group work	Dictation
Monday	Military Terminology/ Officers’ Ranks		Dictation	Conversation/ Group work	Learning Video/ “Al Manahel”
Tuesday	Reading “Searching for an apartment”		Grammar Practice / Question words	Conversation/ Group work	Writing/ Describing Pictures
Wednesday	Orientation tour in Amman				
Thursday	Military Terminology/ NCOs Ranks		Dictation	Conversation/ Group work	Writing/ sentences

Week 2

	Class 1	Class 2	Class 3	Class 4	Class 5
Sunday	Reading “Residence Permit”		Grammar Practice / demonstratives	Conversation/ Group work	Writing/ Describing Pictures
Monday	Military Terminology/ NCO Ranks		Dictation	Conversation/ Group work	Learning Video/ “Al Manahel”
Tuesday	Reading “At the restaurant”		Grammar Practice / Pronouns	Conversation/ Group work	Writing/ Describing Pictures
Wednesday	Military Terminology/ Army Branches		Dictation	Conversation/ Group work	Writing/ sentences
Thursday	Reading “Downtown”		Grammar Practice / Negation	Conversation/ Group work	Listening Comprehension/ “Fatima is a Malaysian Student”

Week 3

	Class 1	Class 2	Class 3	Class 4	Class 5
Sunday	Reading “At the clinic”		Grammar Practice / Plurals	Conversation/ Group work	Learning Video/ “Al Manahel”
Monday	Military Terminology/ Army Branches		Dictation	Conversation/ Group work	Writing/ sentences
Tuesday	Reading “At the Department store”		Grammar Practice / Imperatives	Conversation/ Group work	Listening Comprehension/ “Downtown”
Wednesday	Orientation tour to Amman				
Thursday	Military Terminology/ Army units		Dictation	Conversation/ Group work	Writing/ sentences

Week 4

	Class 1	Class 2	Class 3	Class 4	Class 5
Sunday	Reading “At the Bank”		Grammar Practice / Antonyms	Conversation/ Group work	Writing/ Describing Pictures
Monday	Military Terminology/ Army units		Dictation	Conversation/ Group work	Writing/ Describing Pictures
Tuesday	Reading “At the public library”		Grammar Practice / conjunctions	Conversation/ Group work	Listening Comprehension/ “Michael likes Reading”
Wednesday	Military Terminology/ Military Positions		Dictation	Conversation/ Group work	Learning Video/ “Al Manahel”
Thursday	Reading “journey to Aqaba”		Grammar Practice / Relative Pronouns	Conversation/ Group work	Writing/ Describing Pictures

Week 5

	Class 1	Class 2	Class 3	Class 4	Class 5
Sunday	Reading "Tour IN University of Jordan"		Grammar Practice / Verbal sentence	Conversation/ Group work	Listening Comprehension/ "Students reception"
Monday	Military Terminology/ Army Positions		Dictation	Conversation/ Group work	Writing/ sentences
Tuesday	Reading "Visiting a friend"		Grammar Practice / nominative sentence	Conversation/ Group work	Writing/ Describing Pictures
Wednesday	Military Terminology/ Military Positions		Dictation	Conversation/ Group work	Learning Video/ "Al Manahel"
Thursday	Monthly test		Test review	Conversation/ Group work	Writing/ sentences

Week 6

	Class 1	Class 2	Class 3	Class 4	Class 5
Sunday	Reading "Traditional Wedding"		Grammar Practice / prepositions	Conversation/ Group work	Listening Comprehension/ "Lebanon"
Monday	Military Terminology/ Weapons		Dictation	Conversation/ Group work	Learning Video/ "Al Manahel"
Tuesday	Reading "Jordan"		Grammar Practice / Verbs of volition	Conversation/ Group work	Writing/ Describing Pictures
Wednesday	Tour to Amman				
Thursday	Reading "Back to school"		Grammar Practice / Adverbs of Time and place	Conversation/ Group work	Listening Comprehension/ "John lives in London"

Week 7

	Class 1	Class 2	Class 3	Class 4	Class 5
Sunday	Reading Back to the class		Grammar Practice / Past to present	Conversation/ Group work	Listening Comprehension/ Jordan
Monday	Military Terminology/ Weapons		Dictation	Conversation/ Group work	Learning Video/ "Al Manahel"
Tuesday	Reading "In the Restaurant"		Grammar Practice / Verbal nouns	Conversation/ Group work	Listening Comprehension/ Hobbies
Wednesday	Military Terminology/ Weapons		Dictation	Conversation/ Group work	Writing/ sentences
Thursday	Reading "Journey to Wadi Rum"		Grammar Practice / Adjectives	Conversation/ Group work	Listening Comprehension/ "Petra"

Week 8

	Class 1	Class 2	Class 3	Class 4	Class 5
Sunday	Reading The wise wife		Grammar Practice / Imperatives	Conversation/ Group work	Listening Comprehension/ In the city
Monday	Military Terminology/ Weapons		Dictation	Conversation/ Group work	Learning Video/ "Al Manahel"
Tuesday	Reading "Sports"		Grammar Practice / Forming the place names from verbs	Conversation/ Group work	Listening Comprehension/ Morning walk
Wednesday	Military Terminology/ Weapons		Dictation	Conversation/ Group work	Writing/ sentences
Thursday	Reading "Journey to Egypt"		Grammar Practice / The Arabic Verb "Kana"	Conversation/ Group work	Listening Comprehension/ "Journey to Spain"

Week 9

	Class 1	Class 2	Class 3	Class 4	Class 5
Sunday	Reading "Book Exhibition"		Grammar Practice / Verbal nouns	Conversation/ Group work	Listening Comprehension/ Library tour
Monday	Military Terminology/ Infantry Vehicles		Dictation	Conversation/ Group work	Learning Video/ "Al Manahel"
Tuesday	Reading "Ibn Battuta- the traveler"		Grammar Practice / Contrastive verbs	Conversation/ Group work	Listening Comprehension/ National Holidays
Wednesday	Military Terminology/ Air force- weapons and aircrafts		Dictation	Conversation/ Group work	Writing/ sentences
Thursday	Reading "Taj Mahal, the symbol of love"		Grammar Practice / The Arabic Verb "Asbaha"	Conversation/ Group work	Listening Comprehension/ "the Pyramids"

Week 10

	Class 1	Class 2	Class 3	Class 4	Class 5
Sunday	Reading "Arabic Press – its development"		Grammar Practice / The Arabic verb "Ma Tazal"	Conversation/ Group work	Listening Comprehension/ The Arab Woman
Monday	Military Terminology/ Military Equipments		Dictation	Conversation/ Group work	Learning Video/ "Al Manahel"
Tuesday	Reading "Ibn Khaldoun- the scientist"		Grammar Practice / conjunctions	Conversation/ Group work	Listening Comprehension/ The first Arab pilot
Wednesday	Military Terminology/ Military Equipments		Dictation	Conversation/ Group work	Writing/ sentences
Thursday	Monthly test		Test review	Conversation/ Group work	Writing/ sentences

Week 11

	Class 1	Class 2	Class 3	Class 4	Class 5
Sunday	Reading The Millionaire		Grammar Practice / Present to future	Conversation/ Group work	Listening Comprehension/ Bassam's Dreams
Monday	Military Terminology/ Tactics		Dictation	Conversation/ Group work	Learning Video/ "Al Manahel"
Tuesday	Reading "Laila's Lover"		Grammar Practice / Negating future verbs	Conversation/ Group work	Listening Comprehension/ Ahmad Shawqi
Wednesday	Tour to Jerash				
Thursday	Military Terminology/ Tactics		Dictation	Conversation/ Group work	Writing/ sentences

Week 12

	Class 1	Class 2	Class 3	Class 4	Class 5
Sunday	Reading "Umm Kalthoum"		Grammar Practice / Negation	Conversation/ Group work	Listening Comprehension/ Fairouz
Monday	Military Terminology/ Military Equipments		Dictation	Conversation/ Group work	Learning Video/ "Al Manahel"
Tuesday	Reading "the Daily news paper"		Grammar Practice / Adverbs of place and time	Conversation/ Group work	Listening Comprehension/ The news bulletin
Wednesday	Military Terminology/ Military Equipments		Dictation	Conversation/ Group work	Writing/ sentences
Thursday	Reading "Miss universe Contests"		Grammar Practice / Negating Present tense	Conversation/ Group work	Listening Comprehension/ Morning walk

Week 13

	Class 1	Class 2	Class 3	Class 4	Class 5
Sunday	Reading “Wedding Ceremony in the Arab society”		Grammar Practice / Adjectives	Conversation/ Group work	Listening Comprehension/ Marriage in Jordan
Monday	Military Terminology/ Military intelligence		Dictation	Conversation/ Group work	Learning Video/ “Al Manahel
Tuesday	Reading “the novelist Najeeb Mahfouz”		Grammar Practice / pronouns	Conversation/ Group work	Listening Comprehension/ The novel “Awlad Haratna”
Wednesday	Reading Teaching in Jordan		Grammar Practice / Question words	Conversation/ Group work	Listening Comprehension/ Madaba
Thursday	Reading “the kingdom of Tadmur”		Grammar Practice / Compound nouns	Conversation/ Group work	Listening Comprehension/ The swirling minaret

Week 14

	Class 1	Class 2	Class 3	Class 4	Class 5
Sunday	Reading “a tale from one thousand nights and a night”		Grammar Practice / Count nouns	Conversation/ Group work	Listening Comprehension/ The seven long poems
Monday	Military Terminology/ First aid		Dictation	Conversation/ Group work	Learning Video/ “Al Manahel
Tuesday	Reading “the poet Nizar Qabbani”		Grammar Practice / Count nouns	Conversation/ Group work	Listening Comprehension/ The poem “Words”
Wednesday	Reading Unemployment		Grammar Practice / Relative pronouns	Conversation/ Group work	Listening Comprehension/ The Icelandic Volcano
Thursday	Reading “the poet Arar ” Jordan’s Poet		Grammar Practice / Answering negative questions	Conversation/ Group work	Listening Comprehension/ The Jordanian writer Tayseer Al Sbool

Week 15

	Class 1	Class 2	Class 3	Class 4	Class 5
Sunday	Reading “Democracy In Jordan”		Grammar Practice / Demonstratives	Conversation/ Group work	Listening Comprehension/ The Elections
Monday	Military Terminology/ Military Sites		Dictation	Conversation/ Group work	Learning Video/ “Al Manahel
Tuesday	Reading “Ibn Sina”		Grammar Practice / Count nouns	Conversation/ Group work	Listening Comprehension/ The Musician Zyriab
Wednesday	Tour to the Dead Sea				
Thursday	Reading “Economical resources in the Arab World”		Grammar Practice / Verbs’ stems	Conversation/ Group work	Listening Comprehension/ Turkey

Week 16

	Class 1	Class 2	Class 3	Class 4	Class 5
Sunday	Reading “Abbas Bin Firnas”		Grammar Practice / Nominative sentence	Conversation/ Group work	Listening Comprehension/ The poem “Ayazunu”
Monday	Military Terminology/ Uniform		Dictation	Conversation/ Group work	Learning Video/ “Al Manahel
Tuesday	Reading “Amman Stock Market”		Grammar Practice / Verbal Sentence	Conversation/ Group work	Listening Comprehension/ Dubai Stock Exchange
Wednesday	Final Exam				
Thursday	Graduation Ceremony				

Annex “B”

DESCRIPTION OF COURSE CONTENT / LANGUAGE SKILLS / TOTAL NUMBER OF LESSONS FOR EVERY LANGUAGE SKILL / MECHANISM OF EXECUTION FOR BALC

Language Skill	Reading passages
Total Number of Classes/Course	120
Execution/Approach	Teacher provides students with typical pronunciation, normal speech language pattern: students read correction of mispronunciation, enhance their reading skills with respect to stress and intonation performance/final goal is to achieve meaningful reading and correct pronunciation of words, sentences and paragraphs.
Content of the Target Lesson	Contents of reading passages vary in topics and complexity and they cover wide range of subjects with relevant vocabulary and grammatical structures. Example: (Daily routine activity, bibliography, fossilized expressions, local values and rituals, global issues, science fiction and explorations.
Activity and Response Expected from Students	Students are expected to fully understand and comprehend the reading passage/become able to use the vocabulary they learn in their conversational skill as well as comprehend them when they hear/individual and pair interaction/ teacher makes sure that students can produce their own sentences using the expressions and vocabulary they acquire.
Assessment and Evaluation	Exams, quizzes, pop quizzes. Teaching staff are required to guarantee quality training and the objectives of training are fulfilled in the side of students.

Language Skill	Writing
Total Number of Classes/Course	110
Execution/Approach	Teacher guides students to perform effective writing starting from simplified, combined sentences with linking verbs/teacher interferes to correct / students present their writings before the class/language issues such as dictation and punctuation are to be observed.
Content of the Target Lesson	Students are expected to be able to write on familiar topics, subject related to their work, description, narration. As well as to be able to produce written forms on cluster of relevant pictures.
Activity and Response Expected from Students	Perform and produce written forms as instructed by the teaching staff/be able to improve their writing skill from roughly simplified into more combined and complex patterns.
Assessment and Evaluation	Exams, quizzes, pop quizzes. Teaching staff are required to guarantee quality training and the objectives of training are fulfilled on the side of students.

Language Skill	Speaking
Total Number of Classes/Course	80
Execution/Approach	Teacher performs and discusses with students guided topics and urges them to speak effectively and give opinions starting from simplified, combined sentences with linking verbs/teacher intervenes to correct / students' mistakes / language issues such as pronunciation and intonation are to be observed.
Content of the Target Lesson	Students are expected to be able to speak about familiar topics, subjects related to their work, description, narration. As well as be able to produce spoken utterances.
Activity and Response Expected from Students	Perform and produce spoken forms as instructed by the teaching staff / be able to improve their speaking skill from roughly simplified into more combined and complex patterns and utterances.
Assessment and Evaluation	Exams, quizzes, pop quizzes OPI's, presentations. Teaching staff are required to guarantee quality training and the objectives of training are fulfilled according given level to be reached.

Language Skill	Listening
Total Number of Classes/Course	50
Execution/Approach	Teachers provides students with audio patterns of typical pronunciation at normal speed / students listen / correction of misunderstanding / enhance their comprehension skills performance / final goal is to achieve good level of listening on the sentences, paragraph and text.
Content of the Target Lesson	Contents of listening material vary in topics and complexity and they cover wide range of subjects with relevant vocabulary and grammatical structures. - Examples: (Daily routine activity, bibliography, fossilized expressions, local values and rituals, global issues)
Activity and Response Expected from Students	Students are expected to fully understand and comprehend the listening patterns / become able to use the vocabulary they learn in their conversational skill as well as comprehend them when they hear / teacher makes sure that students can understand the given sentences.
Assessment and Evaluation	Exams, quizzes, pop quizzes. Teaching staff are required to guarantee quality training and the objectives of training to be fulfilled.

Culture Awareness and Orientation Tours / 25 lessons

COURSE INFORMATION FORM

COURSE TITLE: Basic Arabic Language Course

CODE: BALC

1. **Course Information**

• **Type of course:**

Name:

Basic Arabic Language Course (BALC). This course is usually conducted during (Mar - July) every year for participants from UK, Austria and Italy ...etc. The start dates can be coordinated with the sending nation and as requested.

Type of Accreditation:

Type of accreditation requested is “NATO selected”. The intention is to make the above mentioned course NATO accredited so as to attract participants from NATO members to participate in this course.

Equivalent Type A (NATO Approved) Course(s):

Unknown

OPR Action Officer in NATO:

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Arabic Language Teacher

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Length:

The course lasts for 16 weeks / each week is 5 working days / Sun to Thurs. / five hours per day / 0800-1300.

How many students per iteration:

(12-15) students can join the course in one single classroom. The possibility of increasing the number of students from NATO countries is available and we can manage to run another single class for participants from NATO countries up to 10 slots.

How many iterations per year:

(2 - 3) Iterations per year usually during Mar-July and the exact dates can be coordinated with the requesting nation; however, there is a possibility to increase the number of iterations up to (4) in case more participants from NATO countries need to join this course.

Open to:

All participants from NATO, PFP, MD, ICI, CC can join the course

Language:

The course is taught in Arabic as it is intended to enhance the participants' skills in Arabic language. However, English can be used for more clarification when needed especially for participants whose level is very low.

Pre requisites:

Students who would like to join this course should preferably have basic knowledge of Arabic language skills. Minimum knowledge of Arabic language would be enough to start with and progress rapidly through the course. Zero level can be accepted in separate classes provided that the number of students must not be less than 6 students

2. Requirement for the Creation of the Course:

The course was created to facilitate the participants' need to enhance their Arabic language skill throughout a relatively long duration course .The course was designed also to provide training for those whose level in Arabic Language is almost zero and help them upgrade their language acquisition so rapidly and efficiently.

- **Aim:**

The course was created to give an opportunity for the participants- who will be possibly deployed in an Arabic speaking environment - to enhance and improve their knowledge in Arabic Language, culture and colloquialism throughout the course that provides sufficient time to achieve such aim. The overall aim of the course is to qualify the participants in Arabic Language up to the level that they become able to communicate, read appropriately, comprehend the written and spoken forms and utterances and write meaningful sentences.

- **Learning Objectives:**

Learning objectives are defined as follows :

- **Writing Skills:** Students are expected to be able to express their ideas in a more understandable way with almost no critical semantic and grammatical errors. Hopefully, they will be able to write simple and routine correspondences, short briefings and other simplified and relatively complex functional language performances.
- **Reading Skills:** Students are expected to be able to read and pronounce words, expressions, sentences and texts correctly as well as comprehend what they read sensibly. They are expected also to be able to understand simple written material on common and familiar subjects.
- **Speaking Skills:** Students are expected to be able to communicate appropriately with others and be able also to produce responses accordingly at the basic level. They are expected also to be able to describe people, thingsetc narrate simple, past and future events in simple paragraphs.
- **Listening Skills:** students are expected to be able to understand the spoken patterns and respond accordingly on every day social and routine topics. Can actually understand face-to-face speech delivered at normal rate with some repetition and rewording.

Note: Achieving the above language levels depends on how long the student has learned Arabic previously and how much he/she is willing to enhance his/her language skills.

- **Depth of Knowledge Level**

- Level 1 – Recall
- Level 2 – Understanding of basic application and concepts

- **NATO standards and doctrine :**

Teaching mechanism is highly updated and meets with international standards. Suitable training aids are available. Qualified teaching staff members perform the training and they are highly motivated to do their job. Interactive multimedia is being used extensively. Bi-SC Directive 75-7, Education and Individual Training, Chapter 4 and Annex J will be considered as a guideline toward better fulfillment to NATO standards.

- **Target Audience:**

Students attending the course are preferably those who are expected to be deployed in an Arabic speaking environment or whose work requires, in one way or another, some knowledge in Arabic language and culture. They can also be those who are

language talented and have the desire to be qualified in Arabic Language. No limitations on ranks, field of expertise or education. Participants should "preferably" know some knowledge about Arabic language and have had training in Arabic language before they join the course.

- **Instructors:**

Instructors are highly motivated and qualified to do the job. Most of them have worked for a long time in training non-native students and have worked also in Arabic language programs in UK, Turkey, Romania and Austria. B.A in Arabic language is the minimum certificate required for all staff members who will be teaching non-native students; however some of them have master and PHD in teaching Arabic language for non-native speakers.

- **Security Clearance:**

No limitations for NATO members, however national clearance like Visas have to be obtained through national agencies abroad or they can be obtained upon arrival at the airport.

- **Instructional System Design:**

The following measures are being taken and observed continually to guarantee quality assurance and quality control:

- a) Teaching techniques to be revised periodically to make sure they are compatible with most updated teaching mechanism internationally.
- b) Audio-visual interactive multimedia used extensively side by side with the syllabi to help create an atmosphere of variety in the Teaching process.
- c) Orientation program and face to face interaction with native speakers to ensure involvement with real life situation.
- d) Questioner and student feedback.

- **Instructional Sequencing:**

See Annexes "attached"

Annex “D“

ADMINISTRATIVE INSTRUCTIONS

1. Accommodation for all participants will be arranged at the 3-Star Officers Club at Zarqa which is located 4Km away from the JAF Language Institute. The price of the lodging at the Zarqa Officers Club is (62) \$ for single rooms including three meals, whereas, Amman Jordan Armed Forces 5-Star Hotel¹ is (78) \$ including breakfast only. You will be additionally charged for every meal other than breakfast. For those who would like to be accommodated in hotels or furnished apartments in Amman, the possibility is available. In this case transportation and accommodation are to be arranged by participants on their own.
2. This course fee will be (4000) \$ per participant, and paid by cash at the JAF Language Institute.
3. Visa can be obtained free of charge upon arrival at Queen Alia International Airport in Amman. A representative from the Language Institute will be available at the airport to welcome the coming participants and provide any assistance needed. Transportation from the airport to the Officers' Club in Zarqa will be provided by JAF language Institute.
4. Medical and dental expenses must be paid by the participants. All participants are strongly advised to have appropriate medical insurance. Daily routine medical sick calls can be arranged to participants at military medical facilities free of charge.
5. The maximum number of participants who can join the course is 12 participants. The minimum number required to hold the course is 6 participants. (First come first served). The language institute has the right to cancel the course in case the number of participants is less than 6.
6. Target audience is military and civilian (*No rank limitations*)
7. The course will be conducted in Arabic. Translation into other languages will not be provided, however some teachers may use English for further clarification when they find that necessary.
8. The sending nation should provide the participant with tickets back and forth.

¹ Jordan Armed Forces Hotel: Tabarbour, Tareq | 11947Amman | Jordan
+962 6 563 30 50 | armedforceshotel@afh.jo

Annex “E”

BASIC ARABIC LANGUAGE COURSE
Application Form

All participants who have the will to join the course including participants from NATO countries must fill the application form and return it by mail, e-mail or fax no later than 24 Feb 2018.

1. **Subject:**
 - a. Course Title: **Basic Arabic Language Course**
 - b. Date: **4 Mar - 21 June 2018.**
 - c. Place: **JAF Language Institute / Zarqa - Jordan**
2. **Personal Information:**
 - a. **Male** **Female**
 - b. Nationality:
 - c. Last Name:
 - d. First Name:
 - e. Rank:
 - f. Branch of Service:
 - g. Duty:
 - h. Passport No.:
 - i. Date of Birth:
 - j. Accompanied by:
Spouse Name:
Spouse Participation:
 CULTURAL VISIT **TOUR**
 - k. Mailing Address (work):
 - l. Mailing Address (home):
 - m. Telephone (work):
 - n. Telephone (home):
 - o. Fax (work):
 - p. E-mail (work):
3. **Travel Arrangement** (participant is kindly requested to reply for this paragraph only no later than 24 Feb 2018)
 - a. City of Departure:
 - b. Airport of Arrival: Flight No.:
Date: Time:
 - c. Airport of Departure: Flight No.:
Date: Time:
4. **Accommodation:**
 - a. I agree to stay in the selected Club:
From (Arrival day): To (Departure Day):
 - b. I will stay at (name of the hotel):
 - c. I don't need hotel accommodation as I will stay at:

Address:
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.....
.....
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5. **Remarks:**