



I.T.C.A.R.T.



INTERNATIONAL TRAINING CENTER

IN

ASSISTED REPRODUCTIVE TECHNOLOGIES





COURSE INFORMATION & REGISTRATION FORMS

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1. GENERAL INFORMATION

The ITCART courses are the result of a close collaboration between PALADIS GmbH a limited specialised in preservation of endangered equine and bovine races by in vitro techniques and QUARTEC GmbH a limited specialised in providing coaching and technical support for embryo culture laboratories.

2. ADMISSION OF THE CANDIDATE PARTICIPANTS

The courses are open to any person with good basic knowledge in cell biology, biology of reproduction and chemistry. The number of participants to each session is limited to 2 persons to guarantee the quality of the hands-on sessions.

3. MANDATORY DOCUMENTS.

1. Copy of you ID
2. Copy highest obtained diploma or certificate with mention of the obtained grade
3. Curriculum Vitae (no longer than 1 page)
4. Accompanying letter, explaining why you want to attend the course (no longer than half a page)
5. Completed and signed registration form
6. Signed confidentiality agreement.
7. Certificate of good standing issued by your government (criminal record) not older than 1 month at the time of submission.

Authentication of documents, copies or autographs is mandatory for translated documents. Documents in French, German, Italian, Dutch and English do not need to be translated.

4. COSTS & FEES

The cost of the course is 4500 Swiss Franc (CHF) for the full week. This price includes:

1. Practical and theoretical courses
2. Accommodation, no reduction if the participant is taking care himself of the accommodation
3. Course biological material
4. Course disposables
5. Course booklet
6. Breakfast and lunches for the time of the course
7. Transport of between hotel and course location
8. Free visit to a modern IVF-lab

5. DEPOSIT

A deposit of 500 CHF Cash or equivalent, will be demanded at the start of the course to cover eventual damage to the equipment during the course. This amount will be fully reimbursed at the end of the course if the used instruments were not damaged.



6. PAYMENTS



The full amount must be paid by a single bank transfer within 30 days after the emission date of the invoice mailed by Quartec GmbH. Bank costs are at the charge of the participant. If the payment is not on

7. CANCELLATION

If the organizers are obliged to cancel the course, then the total amount of 4500 Euro will be reimbursed to the participant. Bank costs are at charge of Quartec GmbH.

Cancellations by the admitted participant are reimbursed as follows

1. 4000 Euro if cancelled before 3 months from the starting date of the session
2. 3000 Euros if cancelled between 2 and 3 months before the starting date of the session
3. No reimbursement if cancelled later than 2 months before the starting date of the session

8. ACCOMODATION

The organizers will provide accommodation at

PILGERHÜSLI Rohrhaldenstrasse 24 8712 Stäfa

for the duration of the course extra days before and after the course are at charge of the participants and must be organised by the participants themselves.



9. COURSE LOCATION

PALADIS GmbH
Garstliweg
8634 Hombrechtikon (ZH)
Switzerland

The classroom and the laboratory are situated on the first floor, the refectory is in the left part



PICTURE WILL FOLLOW.

10. TRANSPORT

The costs for transport between the airport and the hotel at arrival and departure are included in the course fee. As far as possible we will do our best to pick you up at the Zürich Airport. Costs for car parking are at charge of the participant if you use your own car. Swiss public transport is excellent we recommend leaving your car behind to avoid traffic jams. Your transport from the Hotel to PALADIS GmbH is covered by the course.

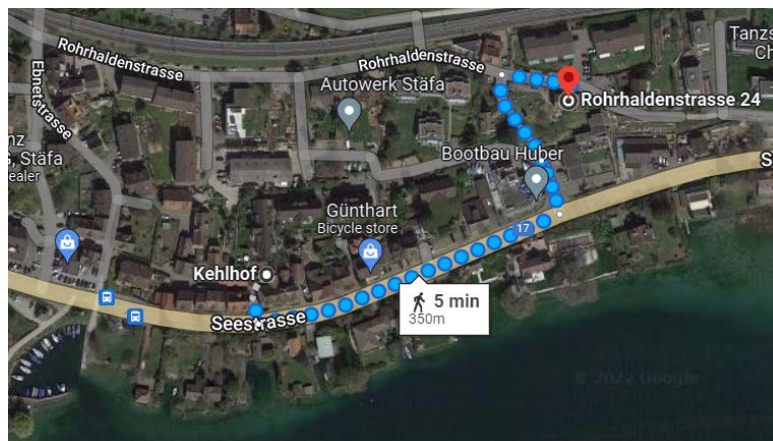
From the Zürich Airport to Stäffa:

Train IR 75 -direction Luzern- will take you to Zurich Central Station

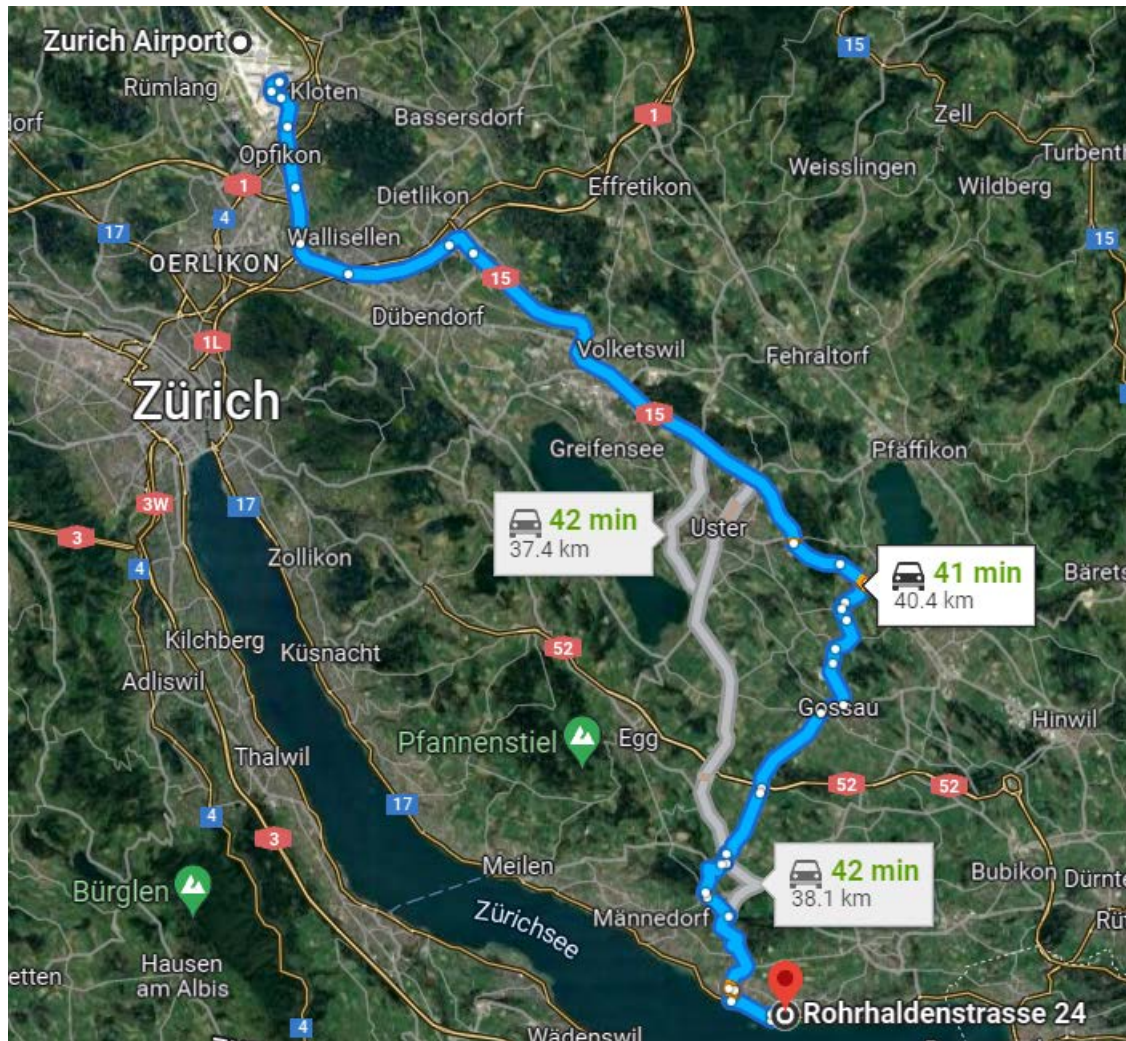
From there take S7 – direction Rapperswill and get of at Stäffa

From there take Bus 952 – direction Uerikon and get of at Stäffa Kehlhof.

Walk further to “Pelgerhüsli”



By car from Zurich Airport or highway A1



11. INSURANCE

The organizers are not responsible for accidents which may happen during the course or on the way between the place of temporary residence and the course venue. It is up to the participants to subscribe the requested, travel and medical health insurances at their own costs.

12. SECURITY, HYGIENE, SAFETY

Switzerland is a safe country, pay attention for pickpockets in airports, train station and on public transport.

Smoking, eating and drinking in the laboratory area is strictly forbidden. The use and application of perfumes and cosmetics in the laboratory facilities is not allowed.

The use of cellular phones is not allowed within the course facilities.



Protective cloths, protective glasses and gloves have to be used were recommended.

In case of emergency evacuation follow the instructions given by the authorities.

Participants who do not respect the regulation may be dismissed immediately from the course without any type of reimbursement.

Photographs or videos of persons, equipment, installations is subject to permissions.

13. CONFIDENTIALITY AGREEMENT

All participants must sign a confidentiality agreement to ensure that no personal, economical, technical or scientific information is rendered without the agreement of both parties. ITCART will not communicate directly with your actual or future employers.

14. PASSPORTS & VISA

	PASSPART REQUIRED	RETURN TICKET REQUIRED	VISA REQUIRED
Australian	Yes	No	No
British	Yes	No	No
Canadian	Yes	No	No
Other EU	1	No	No
USA	Yes	No	No

A passport valid for three months beyond the length of stay (or for the duration of stay for EU/EEA nationals) and issued within the past 10 years is required by all nationals referred to in the chart above, except (1) EU nationals holding a valid national identity card.

Regulations also apply to Liechtenstein (no border control between the two countries).

Passengers arriving at Basel or Geneva airports can enter either France or Switzerland, provided their documents for the country of entry are in order; both airports have two different exits, one to France and one to Switzerland. Therefore, passengers can exit to the French part of the airport with a valid French or Schengen visa, if required.

The airport of Basel/Mulhouse is located on French territory.

Part of Geneva airport is located by convention in France and some flights between France and Geneva are considered as domestic flights while others are considered international flights. In this case, passengers must hold proper entry documents for either of the destination countries.

[The nearest airport is Zürich. We can only pick you up from this airport as far as possible.](#)



Visas:

Visas are not required by all nationals referred to in the chart above for stays in Switzerland of up to three months.

Nationals not referred to in the chart are advised to contact the embassy to check visa requirements for Switzerland.

The organizers of the course do not provide any service in relation to passport and visa demands except providing course admission confirmation and hotel reservation confirmation.

Validity:

Schengen visa: 90 days within a six-month period.

Schengen visas:

Switzerland is part of the Schengen area.

Temporary residence:

EU/EEA residents planning on staying in Switzerland for more than three months to work must register with the local authorities and apply for a residence permit. The length of the permit depends on the duration of the work. Slightly different rules apply to nationals of Bulgaria and Romania. Contact the State Secretariat for Migration (www.bfm.admin.ch) for details.

Working days:

Introduce your visa demand enough time in advance. Be aware that you will have to go for an interview. For some nationalities, it may take several weeks before you will receive an appointment.

Sufficient funds:

Schengen visa applicants must provide bank statements from the previous three months with their application.

Extension of stay:

Schengen visa holders can only extend their stay in exceptional circumstances, such as *force majeure*, or for humanitarian reasons.

15. CLIMAT

Switzerland is located within a temperate climatic zone. In the west and northwest the influence of the temperate Atlantic climate is felt more strongly, in the east the influence of the continental climate. At latitude of 47 degrees north, the climate is moderate and generally agreeable. Temperatures depend largely on altitude, with averages 5°C lower for each additional 300 m of elevation. Summers can be hot, with temperatures sometimes reaching 30°C or more, summer evenings are usually cool.

Precipitation is distributed over the entire year. May, September and the first half of October tend to be the driest, April and November are usually the wettest periods. Again, High-level areas in the Alps may have a high average rainfall in excess of 2000 mm per year, while some regions in the flatlands of Switzerland have only 600 mm per year. From June through August, rain usually comes in the form of sometimes heavy



thunderstorms; these storms can sometimes bring heavy hail and snowfall in the mountainous regions of the Alps, even in summer.

Weather conditions vary only slightly across the country, the lowland regions in the north and east have more continental influenced conditions with colder winters and hotter summers, and the South-eastern areas of Switzerland have longer and warmer, almost Mediterranean-like summers. Be aware that whatever the season, if you're at a high altitude, the weather can change quickly and dramatically.

The winter snow cover lasts from late December through March in the valleys, from November through May at about 1,800 m, and becomes in many years permanent above about 2,500 m.

Required clothing:

Lightweights with rainwear for summer, waterproof Medium- to Heavyweights for winter. A sweater is necessary almost any time of year.





16. COURSE STRUCTURE



The table represents the organisation of groups and planning of the theoretical and practical courses. Subject to adaptations depending on the availability of gametes.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8-10 am	CHECK IN	LECTURE	LECTURE	LECTURE	LECTURE	LECTURE	LECTURE	CHECK OUT
9-10 am		LABORATORY EXERCISES SEE TABEL § 16 ADAPTED TO INDIVIDUAL SKILLS AND EXPERIENCE						
10-11 am								
11-12 am								
12-13 pm								
13-14 pm		LABORATORY EXERCISES SEE TABEL § 17 ADAPTED TO INDIVIDUAL SKILLS AND EXPERIENCE						
14-15 pm								
15-16 pm								
16-17 pm		LABORATORY EXERCISES SEE TABEL § 17 ADAPTED TO INDIVIDUAL SKILLS AND EXPERIENCE						
17-18 pm								





17. COURSE CONTENT– LABORATORY EXERCISES

Subject to small changes depending on the availability of gametes.

	Practicum	TITLE	CONTENT	Teachers
Mon am	1	Culture setup	Preparing media, micro-drops, oil, pipettes	C.Herrera & M. Van den Bergh
Mon am	2	Culture setup	Preparing media, micro-drops, oil, pipettes	C.Herrera & M. Van den Bergh
Mon pm	1	ICSI	Tuning the microscope and manipulators	C.Herrera & M. Van den Bergh
Mon pm	2	ICSI	Volvox exercise ICSI	C.Herrera & M. Van den Bergh
Tues am	1	ICSI	Microbeads injection	C.Herrera & M. Van den Bergh
Tues am	2	ICSI	Sperm immobilisation	C.Herrera & M. Van den Bergh
Tues pm	1	ICSI	Sperm immobilisation	C.Herrera & M. Van den Bergh
Tues pm	2	ICSI	ICSI Bovine oocytes	C.Herrera & M. Van den Bergh
Wed am	1	ICSI	ICSI Bovine oocytes	C.Herrera & M. Van den Bergh
Wed am	2	ICSI	ICSI Bovine oocytes	C.Herrera & M. Van den Bergh
Wed pm	1		VISIT IVF LABORATORY	Dr.Oliver Sterthaus
Wed pm	2		VISIT IVF LABORATORY	Dr.Oliver Sterthaus
Thurs am	1	ICSI	ICSI Bovine oocytes	C.Herrera & M. Van den Bergh
Thurs am	2	ICSI	ICSI Bovine oocytes	C.Herrera & M. Van den Bergh
Thurs pm	1	ICSI	ICSI Bovine oocytes	C.Herrera & M. Van den Bergh
Thurs pm	2	ICSI	ICSI Bovine oocytes	C.Herrera & M. Van den Bergh
Fri am	1	ICSI	ICSI Bovine oocytes	C.Herrera & M. Van den Bergh
Fri am	2	ICSI	ICSI Bovine oocytes	C.Herrera & M. Van den Bergh
Fri pm	1	VITRIFICATION	Vitrification and Warming	C.Herrera & M. Van den Bergh
Fri pm	2	EMBRYO BIOPSY	Taking out blastomers and trophectoderm	C.Herrera & M. Van den Bergh
Sat am	1	VITRIFICATION	SELFASSESSMENT TEST	C.Herrera & M. Van den Bergh
Sat am	2	VITRIFICATION	LABORATORY TROUBLESHOOTING	C.Herrera & M. Van den Bergh
Sat pm			SOCIAL ACTIVITY	C.Herrera & M. Van den Bergh



18. COURSE FREQUENCY FOR 2023

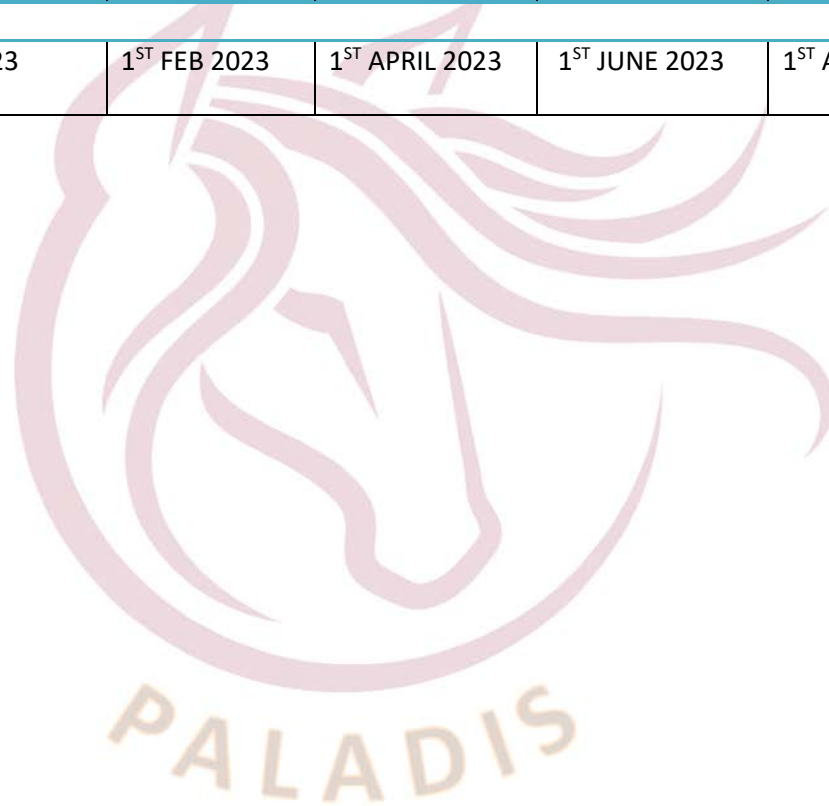


20th MARCH 8th MAY 12th JUNE 21st AUGUST 23rd OCTOBER 4th DECEMBER

19. REGISTRATION DEADLINES

	MARCH 2023	MAY 2023	JUNE 2023	AUGUST 2023	OCTOBER 2023	DECEMBER 2023
SUBMISSION DEADLINE	1 ST DEC 2022	1 ST JAN 2023	1 ST FEB 2023	1 ST APRIL 2023	1 ST JUNE 2023	1 ST AUGUST 2023

All dates are subject to small changes.





20. REGISTRATION FORM



PICTURE OF THE CANDIDATE



GIVEN NAME(S): TYPE HERE YOUR GIVEN NAMES.

SURNAME (FAMILY) NAME: TYPE HERE FAMILY NAME

DATE OF BIRTH: DD/MM/JJJJ

PLACE OF BIRTH: CITY

FEMALE

MALE

NATIONALITY: TYPE HERE YOUR NATIONALITY AS SHOWN ON YOUR PASSPORT

ADDRESS (STREET): TYPE HERE STREET & HOUSE NUMBER

ADDRESS (CITY): TYPE HERE CITY NAME

POSTAL CODE: TYPE HERE CODE CODE

COUNTY /STATE : TYPE HERE STATE /DISTRICT / PROVINCE OR LEAVE EMPTY

COUNTRY: TYPE HERE COUNTRY

PHONE: + COUNTRY CODE / AREA / NUMBER

EMAIL: TYPE HERE YOUR EMAIL ADDRESS

REFERENCE PERSON 1

NAME & SURNAME: TPE HERE NAME AND SURNAME.

STREET: TYPE HERE STREET & HOUSE NUMBER

CITY : TYPE HERE CITY NAME

POSTAL CODE : TYPE HERE ZIO CODE / POSTAL CODE

COUNTRY: TYPE HERE STATE /DISTRICT / PROVINCE OR LEAVE EMPTY

PHONE: + COUNTRY CODE / AREA / NUMBER

EMAIL: + COUNTRY CODE / AREA / NUMBER

REFERENCE PERSON 2

NAME & SURNAME: TPE HERE NAME AND SURNAME.

STREET: TYPE HERE STREET & HOUSE NUMBER

CITY : TYPE HERE CITY NAME

POSTAL CODE : TYPE HERE ZIO CODE / POSTAL CODE

COUNTRY: TYPE HERE STATE /DISTRICT / PROVINCE OR LEAVE EMPTY

PHONE: + COUNTRY CODE / AREA / NUMBER

EMAIL: + COUNTRY CODE / AREA / NUMBER

YES I ACCEPT THE TERMS AND CONDITONS OF THE COURSE

DATE

SIGNATURE AS ON YOUR PASSPORT



21.MANDATORY DOCUMENT CHECKLIST

THIS LIST IS FOR YOUR OWN PURPOSE

ONLY SEND BY RELIABLE COURRIER WHEN YOU HAVE ALL DOCUMENTS WITH AUTHENTICATION

PARTIAL SUBMISSION WILL NOT BE CONSIDERED (*)

NAME TYPE DOCUMENT	AVAILABLE	AUTHENTICATION
Copy of you ID	<input type="checkbox"/>	<input type="checkbox"/>
Copy highest obtained diploma or certificate & obtained degree	<input type="checkbox"/>	<input type="checkbox"/>
Curriculum Vitae (no longer than 1 page)	<input type="checkbox"/>	
Accompanying letter	<input type="checkbox"/>	<input type="checkbox"/>
Completed and signed registration form	<input type="checkbox"/>	<input type="checkbox"/>
Signed confidentiality agreement.	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of good standing issued not older than 1 month at submission	<input type="checkbox"/>	<input type="checkbox"/>

SEND ALL YOUR DOCUMENTS (*)

TO

QUARTEC GmbH

BERNARDASTRASSE 12 B

CH5442 FISLISBACH

SWITZERLAND

(*) As pdf copies via email.



22. LABORATORY WORKBOOK & ASSESSMENT QUESTIONNAIRE

All participants will be asked to keep records of their laboratory work and results in a logbook . This personal book will be signed by the teachers at the end of the course.

To evaluate the acquired knowledge some questionnaires will distributed, completed and corrected questionnaires will NOT be returned to the students.

23. CERTIFICATE

At completion of the full course participants will receive a certificate of attendance

24. SECRETARY OFFICE TIMES

	A.M CET ZURICH TIME	PM CET ZURICH TIME
MONDAY	9- 11	CLOSED
TUESDAY	9-11	2-5
WEDNESDAY	9- 11	1-8
THURSDAY	9-11	2-5
FRIDAY	9-11	1-8

+41 76 540 00 31

OR CONTACT THE SECRETARY BY EMAIL

INFO@QUARTEC.CO

PALADIS