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

INTERNATIONAL TRAINING CENTER

IN

ASSISTED REPRODUCTIVE TECHNOLOGIES

PALADIS genetic resources

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COURSE INFORMATION & REGISTRATION FORMS

TABLE OF CONTENT

1. ADMISSION OF THE CANDIDATE PARTICIPANTS 3
2. MANDATORY DOCUMENTS. 3
3. COSTS & FEES 3
4. DEPOSIT 3
5. PAYMENTS 3
6. CANCELLATION 4
7. ACCOMODATION 4
8. COURSE LOCATION 5
9. TRANSPORT 5

From Hotel Frieden to Agrovet and return ..... Fehler! Textmarke nicht definiert.

10. INSURANCE 5
11. SECURITY, HYGIENE, SAFETY 6
12. CONFIDENTIALITY AGREEMENT 6
13. PASSPORTS & VISA 6
14. CLIMAT 8
15. COURSE STRUCTURE 9
16. COURSE CONTENT– LABORATORY EXERCISES 10
17. COURSE FREQUENCY FOR 2019 11
18. REGISTRATION DEADLINES 11
19. REGISTRATION FORM 12
20. MANDATORY DOCUMENT CHECKLIST 13
21. LABORATORY WORKBOOK & ASSESSMENT QUESTIONNAIRE 14
22. CERTIFICATE 14
23. SECRETARY OFFICE TIMES 14

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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. Course biological material
3. Course disposables
4. Course booklet
5. Transport of between hotel and course location
6. Free visit to a modern IVF-lab – Transport not Included

5. DEPOSIT

Participants should dispose of of 500 CHF Cash or equivalent, to cover eventual damage to the equipment during the course.

6. PAYMENTS

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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. If not mentionned diffrently on the invoice. Bank costs are at the charge of the participant.

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

IS NOT INCLUDED IN THE COURSE FEE AND HAS TO BE ORGANISED BY THE PARTICIPANTS THEMSELVES

Find here some suggestions.

1) Backpacker Pilgerhüsli Stäffa https://www.pilgerhuesli.com/

2) Hotel Boldern Stäffa Home - Boldern - Hotel Restaurant Seminar, Zürich

3) House of Harmony Stäffa Startseite - House of Harmony (hoh.i nternational)

4) Gasthof Zur Sonne Stäffa Sonne Staefa

5) Oberhaushof Feldbach https://oberhaushof.ch/

Participants are allowed to take their lunches in the Mensa / Restaurant nearby the price of a lunch with a beverage is about 25 CHF.

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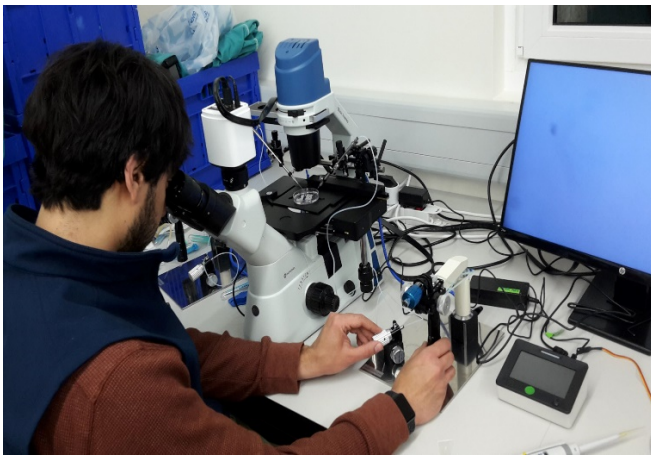
9. COURSE LOCATION

PALADIS GmbH
Garstliweg 6
8634 Hombrechtikon (ZH)
Switzerland

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



10. TRANSPORT

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.

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.

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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 are 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).

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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.

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Extension of stay:

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

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.

Electricity & Adapter

Forsee an adapter for your phone and PC, Swiss plugs are different from those in other European countries.

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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	
8-10 am	CHECK IN	LECTURE	LECTURE	LECTURE	LECTURE	LECTURE	EXAM TEST	
9-10 am		LABORATORY EXERCISES SEE TABEL § 16 ADAPTED TO INDIVIDUAL SKILLS AND EXPERIENCE					CHECK OUT	
10-11 am								
11-12 am								
12-13 pm		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
13-14 pm		LABORATORY EXERCISES SEE TABEL § 17 ADAPTED TO INDIVIDUAL SKILLS AND EXPERIENCE						
14-15 pm								
15-16 pm								
16-17 pm								
17-18 pm		LECTURE	LECTURE	VISIT IVF LABORATORY	LECTURE	LECTURE	SOCIAL EVENT	

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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 exercice 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		SELFASSESSMENT TEST	C.Herrera & M. Van den Bergh
Sat am	2		LABORATORY TROUBLESHOOTING	C.Herrera & M. Van den Bergh
Sat pm			SOCIAL ACTIVITY CHECK OUT	C.Herrera & M. Van den Bergh

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18. COURSE FREQUENCY FOR 2027

MARCH: 7-14 APRIL: 11-18 AUGUST: 8-15 OCTOBER: 3-10

19. REGISTRATION DEADLINES

	MARCH	APRIL	AUGUST	OCTOBER
SUBMISSION DEADLINE	1st January	1st February	1th June	1st August

All dates are subject to small changes.

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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 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*

SAMPLE WORD DOC IN ATTACHMENT THIS DOCUMENT MUST BE SIGNED

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 CONDTIONS OF THE COURSE**

DATE **SIGNATURE AS ON YOUR PASSPORT**

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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	☐	☐
Copy highest obtained diploma or certificate & obtained degree	☐	☐
Curriculum Vitae (no longer than 1 page)	☐	
Accompanying letter	☐	☐
Completed and signed registration form	☐	☐
Signed confidentiality agreement.	☐	☐
Certificate of good standing issued not older than 1 month at submission	☐	☐

SEND ALL YOUR DOCUMENTS (*)

TO

QUARTEC GmbH

BERNARDASTRASSE 12 B

CH5442 FISLISBACH

SWITZERLAND

(*) As pdf copies via email.

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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	2-5
THURSDAY	9-11	2-5
FRIDAY	9-11	CLOSED

+41 76 540 00 31

OR CONTACT THE SECRETARY BY EMAIL
INFO@QUARTEC.CO