Choose between the 2 guides:

Your personal guideline for e-Portal B2C
Click here or in page 2

Your company guideline for e-Portal B2B
Click here or in page 14
Please make sure that the company is not already listed on the dropdown that will appear.

Already have an E-portal account?
Programmes

You can view details of the programmes by clicking on 'View Details'.
Once you have chosen all the programmes you are interested in please click on this icon.
Learning Cart

Here you can select the session / date

If you are being nominated
Please insert your Voucher Code here
**Order Details**

Please fill in the information. Some of the fields are already prepopulated according to the information you gave previously and some fields can be modified (in grey). If you need to modify them please raise a case.

### Personal Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Charles</td>
</tr>
<tr>
<td>Last Name</td>
<td>de Gaulle</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:wagdy.kotb+1895@icloud.com">wagdy.kotb+1895@icloud.com</a></td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
</tr>
<tr>
<td>Nationality</td>
<td>French</td>
</tr>
</tbody>
</table>

### Work Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Country</td>
<td>France</td>
</tr>
<tr>
<td>Company</td>
<td>Presidency de la Republique</td>
</tr>
<tr>
<td>Job Title</td>
<td>President</td>
</tr>
<tr>
<td>Job Industry</td>
<td>E-Learning</td>
</tr>
<tr>
<td>Job Domain</td>
<td>Consulting</td>
</tr>
</tbody>
</table>

If you are paying for yourself, choose “Personal Address”
Billing Details

If you are company sponsored, please choose “Company Address”

Those two greyed out fields are repopulated according to information you gave in the application page.
Order Details (Online Payment)

Please note that the transaction can be done in a different currency.

Once you have agreed to our “Terms and Conditions”
You may ‘Proceed to Pay’
Once you have agreed to our “Terms and Conditions”

1. Once you have agreed to our “Terms and Conditions”
2. You may ‘Proceed to Upload’ the proof of payment (any document proving the bank transfer)
3. The window appears, please drag and drop
4. Once the upload is finished click ‘Done’
5. Finally click ‘Submit the application’
Registration Page

Simply input your details and Company Name.

Please make sure that the company is not already listed on the dropdown that will appear.
This field is mandatory to allow for participants to sign up with the professional address. For example, INSEAD here allows only participant with email address @icloud.com and @gmail.com.
Programmes

You can view details of the programmes by clicking on « View Details »

Please choose your programmes by clicking on Add to Learning Cart

Advancing Diversity and Inclusion
- Next Start Date: May 15, 2023
- 5 Weeks
- €1,950

Executive Presence and Influence
- Next Start Date: May 8, 2023
- 5 Weeks
- €1,950

Negotiation Fundamentals
- On-Demand
- €490

Build the foundations to become an expert negotiator

Negotiation Fundamentals accelerates your ability to determine what matters (and what doesn’t), what works (and what doesn’t) and in which contexts; and to identify and deploy the strategies that will enhance your negotiating behaviours and outcomes, and those of other people.
To the Cart

Once you have chosen all the programmes you are interested in please click on this icon.
Learning Cart

Here you can select the number of seats up to 25

Here you can select the session / date
### Objective
Please highlight the challenges you wish the programme(s)/training could help address for your organisation and list one or two learning objectives for your executives/employees.

### Billing Information
- **Company Country**: France
- **Company City**: Paris
- **Company Zip/Postal Code**: 75800

Please fill up the informations.
Order Details (Online Payment)

Please note that the transaction can be done in a different currency.

<table>
<thead>
<tr>
<th>Programmes</th>
<th>Seats</th>
<th>Fee</th>
<th>Offering</th>
<th>Final Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Negotiations</td>
<td>5</td>
<td>€9,750</td>
<td>20%</td>
<td>€7,800</td>
</tr>
</tbody>
</table>

- Subtotal: €9,750.00
- Offering: €1,950.00
- VAT & GST: €1,560.00

Total Fees: €9,360.00

Total Fees in SGD: SGD 13,375.63

Enter Billing Information
President de la Republique
Palais de l'Élysée
75800 Paris
France

Payment Method
- Card Payment
- Bank Transfer

I have read and accept INSEAD Executive Education's Terms and Conditions

Once you have agreed to our « Terms and Conditions » You may « Proceed to Pay »
1. Once you have agreed to our « Terms and Conditions »
2. You may « Processed to Upload » the proof of payment, any document proving the bank transfer.
3. The window appear, please drag and drop.
4. Once the upload is finished click done.
5. Finally Click « Submit the application »
Welcome to your dashboard

Important Notice: Ensure all email domains "@example" are approved by visiting here. If you plan to nominate yourself, use a different email address than the one you currently use. This also applies to anyone with a HR access on the platform. To apply, create a new account with your alternate email address.

Overview: 3 ways to nominate users
1. Nominate users via the "Nominate" button, and enter their first, last name and email address. You are only able to nominate 25 participants or less for a purchased product.
2. Nominate users via bulk upload by downloading a template, and entering participants’ first, last name, email address, and the specific products and sessions. You must nominate at least 25 participants at one time.
3. Nominate users via voucher code generation by clicking on "Generate voucher code" under "My List of Programmes" and distribute it offline to participants.

Please read the above instruction carefully before going any further.
Once you click on « Generate Voucher Code »
Please enter the number of Seats you need at the moment.
You will than receive the Voucher Code on your email Inbox.
You can then distribute them as you see fit

If you click on « Nominate »
Please refer to the next page.

You can download your invoice here
Nominate Your Participants

WELCOME

Important Notice: Ensure all email domains "Bexample" are approved by visiting here. If you plan to nominate yourself, use a different email address than the one you currently use. This also applies to anyone with a HR access on the platform. To apply, create a new account with your alternate email address.

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3. Nominate users via voucher code generation by clicking on "Generate voucher code" under "My List of Programmes" and distribute it offline to participants.

Please give the Participants First Name, Last Name and Email. The Participant will receive the Voucher Code in this email Inbox. You can add up to 25 Participants. Click « Nominate to finalise »

This feature, when activated, allows you to block any use of the voucher if the B2C accounts use a none authorise email domaine

Please enter the email domains you wish to allow. This feature is to prevent external people without a corporate email to use a discount improperly. You can disable this security via "Restrict Email Domain".
Nominate Your Participants

WELCOME

Important Notice: Ensure all email domains "*example*" are approved by visiting here. If you plan to nominate yourself, use a different email address than the one you currently use. This also applies to anyone with a HR access on the platform. To apply, create a new account with your alternate email address.

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Go To Programme List  Nominate

Programme and Session Selection

Your Programme Or Certificate

Executive Presence and Influence

Download template

Last Method of Nomination, above 25 participants

Download the excel files template - fill the First Name - Last Name - Email - Programme/Session

Once done, please upload the file
Help Needed?
Pre Payment Scheme (PPS)
Corporate Pre Payment Scheme

Prepayment is an accounting term for the settlement of a debt or installment loan in advance of its official due date. A prepayment may be the settlement of a bill, an operating expense, or a non-operating expense that closes an account before its due date. A prepayment may be made by an individual, a corporation, or any other type of organization.

Many types of debts and obligations are settled in advance through prepayment. Corporations might prepay rent, wages, revolving lines of credit, or other short-term or long-term debt obligations. Consumers can prepay credit card charges before they actually receive a statement. Or they might pay a loan off early, by refinancing the debt through another lender or by paying the entire debt out of pocket.

### Scheme Type
- Corporate Pre Payment Scheme 2

### Select Seats
- 50 SEATS @50000 EUR

### Programme Catalogue under this Scheme

1) Leading Organisations in Disruptive Times
2) Strategy in the Age of Digital Disruption
PPS - Learning Cart

To select the number of seats

<table>
<thead>
<tr>
<th>Programmes</th>
<th>Fee</th>
<th>Offering</th>
<th>Final Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Pre Payment Scheme</td>
<td>€50,000</td>
<td>0%</td>
<td>€50,000</td>
</tr>
</tbody>
</table>

Subtotal €50,000
Offering €0

Tuition Fees (does not include tax) €50,000

Next

The rest of the flow is exactly as the rest of the other programme