



University of  
Zurich<sup>UZH</sup>



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

INTERNATIONAL TRAINING CENTER

IN

ASSISTED REPRODUCTIVE TECHNOLOGIES



117 CPD credits

**COURSE INFORMATION & REGISTRATION FORMS**



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## 1. SELECTION AND ADMISSION OF THE CANDIDATE PARTICIPANTS

A commission composed by the authorities of the Veterinary School and the teachers **will select the 2 participants for each intake.** The selection will be based on the contents of the demanded documents. Incomplete demands due to missing documents will not be taken in consideration for selection. Candidates will be informed about their admission 4 months before the start of the course.

## 2. 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
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.

## 3. COSTS & FEES

The cost of the course is 3900 Euro 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
9. Free access to all Quartec Internet Seminars for 12 months

## 4. 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.



## 5. PAYMENTS

The full amount must be paid by a single bank transfer within 30 days after the emission date of the invoice mailed by the central financial department of the university. Bank costs are at the charge of the participant.

**If the payment is not received within those 30 days your admission is automatically cancelled.**

## 6. 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. 3500 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

## 7. ACCOMODATION

The organizers will provide accommodation in

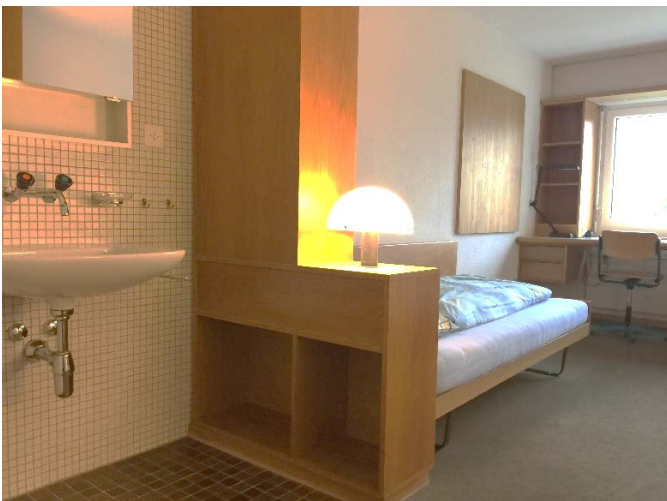
***THE BOARDING SCHOOL OF AGROVET STRICKHOF***

***ESCHIKON 21***

***8315 LINDAU***

***+ 41 58 105 98 00***

**ADVISE US IF YOU NEED EXTRA NIGHTS, NOTE THAT THEY WILL BE AT YOUR CHARGE**



## 8. COURSE LOCATION

The course will take place at:

*AgroVet-Strickhof  
Betriebsstandort Lindau  
Eschikon 27  
8315 Lindau ZH  
Switzerland*

The classroom and the laboratory are situated in the FRONT building close to the bus stop.



AgroVet-Strickhof is a cooperation between the ETH Zurich, The University of Zurich and Strickhof, the competence centre for education and services in agriculture, animal nutrition and reproduction for the Kanton of Zurich.





## 9. TRANSPORT

The costs for public 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.

From the Zürich Airport to Effretikon:

Train S24 direction Weinfelden or Thayngen, will take you in 10 minutes to Effretikon, the second stop.

Travel further with line 655 direction "Kyburg Dorf", there is a bus top in front of the Strickhof building.

## 10. 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.

## 11. 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 where 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.

## 12. 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.



### 13. 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](http://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.

**14. 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.





**15. 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		LECTURE	LECTURE	LECTURE	LECTURE	LECTURE	LECTURE	TEST
9-10 am		LABORATORY EXERCISES SEE TABEL § 16 ADAPTED TO INDIVIDUAL SKILLS AND EXPERIENCE						
10-11 am								
11-12 am								
12-13 pm		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	Good Bye
13-14 pm		LABORATORY EXERCISES SEE TABEL § 17 ADAPTED TO INDIVIDUAL SKILLS AND EXPERIENCE						
14-15 pm	BREEFING <sup>(1)</sup>							
15-16 pm								
16-17 pm								
17-18 pm		LECTURE	LECTURE (2)	LECTURE	LECTURE (2)	LECTURE	LECTURE	

- (1) Depending on the time of arrival of the flights of participants.
- (2) Extra practical exercises possible from 18 pm. To 21 pm



### 16. 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	Volvox Manipulation	Getting used to manipulate cells with micropipettes	C.Herrera & M. Van den Bergh
Mon pm	1	CO2 % pH	Incubator settings, Measuring CO2 & pH	C.Herrera & M. Van den Bergh
Mon pm	2	Temperature Osmolality	Temperature controls, Thermographic IR imaging of heating stages	C.Herrera & M. Van den Bergh
Tues am	1	ICSI Microscope	Tuning your microscope, phase contrast, Hoffman etc... Installing pipettes	C.Herrera & M. Van den Bergh
Tues am	2	Simulator	Getting confident with manipulators and injectors	C.Herrera & M. Van den Bergh
Tues pm	1	ICSI Microscope	Tuning your microscope, phase contrast, Hoffman etc... Installing pipettes	C.Herrera & M. Van den Bergh
Tues pm	2	Simulator	Getting confident with manipulators and injectors	C.Herrera & M. Van den Bergh
Wed am	1	Semen preparation	Different methods of semen preparation -	C.Herrera & M. Van den Bergh
Wed am	2	Semen catching ICSI	Sperm catching and tail braking with the ICSI microscope	C.Herrera & M. Van den Bergh
Wed pm	1	Semen preparation	Different methods of semen preparation	C.Herrera & M. Van den Bergh
Wed pm	2	Semen catching ICSI	Sperm catching and tail braking with the ICSI microscope	C.Herrera & M. Van den Bergh
Thurs am	1	ICSI VOLVOX	Injection of Volvox as training model	C.Herrera & M. Van den Bergh
Thurs am	2	Vitrification	VOLVOX BOVINE EQUINE	C.Herrera & M. Van den Bergh
Thurs pm	1	ICSI BOVINE /Equine	Injection of oocytes	C.Herrera & M. Van den Bergh
Thurs pm	2	IVF BOVINE/ Equine	Injection of oocytes	C.Herrera & M. Van den Bergh
Fri am	1	FERTISATION EVALUATION	Online with a SWISS IV lab	C.Herrera & M. Van den Bergh
Fri am	2	QC FERTAID	Training Online	C.Herrera & M. Van den Bergh
Fri pm	1	QC FERTAID	Training Online	C.Herrera & M. Van den Bergh
Fri pm	2	ICSI BOVINE	Injection of Oocytes	C.Herrera & M. Van den Bergh
Sat am	1	EMBRYO BIOPSY	Taking out blastomers	C.Herrera & M. Van den Bergh
Sat am	2	VITRIFICATION	Vitrification and Thawing of the blastocyst obtained by each participant	C.Herrera & M. Van den Bergh
Sat pm	1	VITRIFICATION	Vitrification and Thawing of the blastocyst obtained by each participant	C.Herrera & M. Van den Bergh
Sat am	2	VITRIFICATION	Vitrification and Thawing of the blastocyst obtained by each participant	C.Herrera & M. Van den Bergh
Sun am	1-2	REHEARSAL	Special request from the participants	C.Herrera & M. Van den Bergh



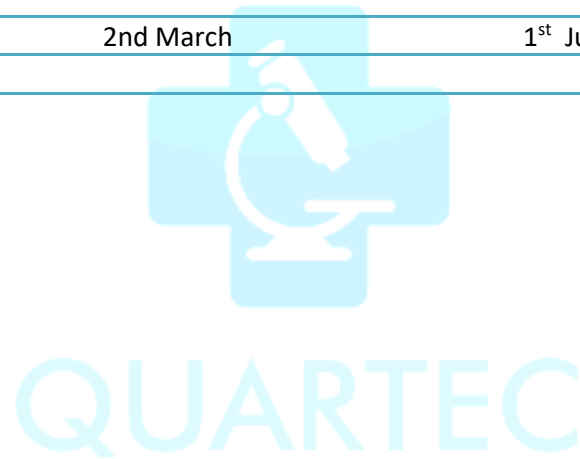
17. COURSE FREQUENCY FOR 2020

**3<sup>rd</sup> - 10<sup>th</sup> MAY    14<sup>th</sup> -21<sup>st</sup> JUNE    13<sup>th</sup> – 20<sup>th</sup> SEPTEMBER    15<sup>th</sup> -22<sup>nd</sup> NOVEMBER**

18. REGISTRATION DEADLINES

	MAY 2020	JUNE 2020	SEPTEMBER 2020	NOVEMBER 2020
<b>SUBMISSION DEADLINE</b>	6 <sup>th</sup> January 2019	2nd March	1 <sup>st</sup> June	1 <sup>st</sup> September

All dates are subject to small changes.





19.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 IT APPEARS 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

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

THIS DOCUMENT MUST BE SIGNED

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



## 20.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**

**(\*) send us also pdf copies via email of all documents.**



**21. 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 course.

To evaluate the acquired knowledge some questionnaires will distributed, and the students will be informed about their scores.

**22. CERTIFICATE**

At completion of the full course participants will receive a certificate issued by the University of Zurich.

**23. 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](mailto:INFO@QUARTEC.CO)