

REGISTRATION FORM

Please complete the registration form and Email to Events@venuego.com.bh

Personal Details

Title: _____ Prof. ☐ Dr. ☐ Mr. ☐ Ms. ☐

* First name: _____ Last name: _____

* Organisation: _____

* Department: _____ * Designation: _____

Address: _____

City: _____ State: _____ * Country: _____ Country Code: _____ Postal / Zip Code: _____

* Nationality: _____ Phone : _____ * Mobile: _____

* Email: _____

Organisational Type

- ☐ Oil and Gas ☐ Construction ☐ Healthcare ☐ Pharma ☐ HR/Services Food Safety ☐ Service/ Utility ☐ Innovation ☐ Government
☐ Education ☐ HR/Services ☐ Others

How did you hear about this event?

(please select all that apply)

- ☐ E-mail ☐ Newsletter ☐ Website ☐ Social Media ☐ SMS ☐ Phone call from the organiser ☐ Via Business relation
☐ Other _____

Registration Fee

	Registration Categories	Early Bird 30 Sept 2018	Late Registration 1 Oct - 12 Nov 2018	Onsite Registration 14 - 15 Nov 2018	Sub Total
<input type="checkbox"/>	ASQ Members	USD 410	USD 435	USD 455	
<input type="checkbox"/>	Non-Members	USD 485	USD 510	USD 535	
<input type="checkbox"/>	Students	USD 295			
<input type="checkbox"/>	Government	USD 410	USD 435	USD 455	

- * Registration Fees entitles participants to attend all the conference sessions, symposiums, exhibition, coffee breaks and lunch.

- ** For administrative purposes, a copy of ID is required as proof in order to avail the registration fee for a student

Total Registration Fees _____ USD

Visa

Service	Day	Date	Price per person	No. of persons	Sub Total
VISA Service*			USD 170		

* After submitting the complete registration form and paying the fees, the conference organizer will send a confirmation for the registration and a visa application form. Visa issuance is subject to approval from Dubai Immigration. To avail Visa Service, booking of the hotel through MCI Middle East LLC is mandatory. Your visa application must be made by the 14th October 2018.

Total Visa Fee _____ USD

Airport Transfers

	Transfer	Date of Arrival/departure	Flight No.	Flight time	Price per person	No. of persons	Sub total
<input type="checkbox"/>	Meet & Assist, Dubai DXB Airport to Hotel				USD 90		
<input type="checkbox"/>	Hotel to DXB Airport				USD 90		
					Total Airport Transfers		_____USD

Hotel Accommodation

	Hotel	Single room per night	Double room per night	Check in date (dd/mm)	Check out date (dd/mm)	No. of nights	Sub Total (USD)
<input type="checkbox"/>	TAJ DUBAI	USD 225	USD 240				
<ul style="list-style-type: none"> Hotel rooms are booked on a first come first serve basis. To guarantee a hotel reservation, a compulsory payment through bank transfer or credit card. Bookings will be subject to availability only at the time of reservation. For your convenience all hotel rates include Buffet Breakfast, WIFI internet, 10% municipality fee and 10% service charge, tourism dirham of AED 20. Hotel Check in: 14:00 hrs; Check out: 12:00 hrs. In case of early check in, we would kindly request you to pre-book your room to one night prior. Accommodation allocations are subject to availability at the time of reservations. 							
						Total Hotel Accommodation	_____USD

Subtotals

Registrations	USD
VISA	USD
Airport Transfers	USD
Hotel Accommodation	USD
TOTAL	USD
(+) 5% VAT Charges	USD
GRAND TOTAL	USD

Terms & Conditions

- Registrations are confirmed only upon payment receipt.
- Registration fee apply as per the date of payment.
- If the payment is made within 10 days to the event date, a proof of payment or a credit card/letter of guarantee will be required.
- Should your payment not be received 10 days prior to the event date, the Event Organizer reserves the right to cancel your pre-registration.
- If you cannot attend the event, we are happy to accept a substitute delegate until 15th October 2018. After this date, name changes can only be coordinated onsite with a fee of USD 20.00 or AED 75.00 per name changed.
- 5% VAT will be charged additional on all the above services, as per UAE government.**

Cancellation & Refunds

- 100% refund - cancellation 30 days (15th October 2018) before the event date with a deduction of administrative fee of USD 100.00 or AED 365.00
- No refund - 100% cancellation fee will be charged for any cancellations 30 days prior to the event date.

Payment Mode 1

Bank Transfer

Beneficiary	VENUEGO ORGANISATION OF CONVENTIONS, EVENTS, AND TRADE SHOWS
Account	100000402948 / IBAN: BH52BBKU00100000402948
Bank	BBK (Bank of Bahrain and Kuwait)
Address	Riffa FM, Kingdom of Bahrain

* Please indicate your name, your reference number and ASQ MEA CONF 2018 against remittance reference enabling our bank to accurately locate your payment.



Credit Card Payment Authorization

Amex, Visa and MasterCard are accepted.

I hereby authorize MCI Middle East LLC to debit my credit card as follows

Visa ☐
 MasterCard ☐
 Amex ☐
 Credit card number:
 Expiry Date: /

Credit Validation code (3 digits on reverse of your credit card): Grand Total USD:

Credit card holder's name (please print): _____

Signature: _____ Date: _____

Please fax or email a copy of both sides of the credit card including your passport copy to:

E: Events@venuego.com.bh | www.VenueGo.com.bh

T: +973 1 732 6668 /+973 1 732 6669

* Payment is settled in USD according to the exchange rate of the day when the above credit card is debited by MCI.

