

DELEGATE INFORMATION

TITLE:	FIRST NAME:	LAST NAME:	
JOB POSITION:	PASSPORT NO:	NATIONALITY:	
NAME OF ORGANIZATION:			
ORGANIZATION ADDRESS:			
CITY:	STATE:	POSTAL CODE:	
EMAIL:		MOBILE NUMBER:	
EMERGENCY CONTACT NUMBER/NAME:			

DIETARY REQUIREMENT	PLEASE TICK (✓)
No Dietary Requirement	
Vegetarian	
Vegan	
Peanut Allergy	
Others (Please Specify)	

*Note: All foods served in are halal

SECTION 1 :: REGISTRATION FEE

Please tick (✓) where applicable:

CATEGORY		EARLY BIRD Until 31 July 2017		LATE & ONSITE After 1 Aug 2017	
IAPCO / MACEOS / MyCEB Member	Malaysian	MYR 2,900.00		MYR 3,100.00	
	International	€ 650.00		€ 690.00	
NON – MEMBER	Malaysian	MYR 3,350.00		MYR 3,500.00	
	International	€ 750.00		€ 780.00	

IAPCO MACEOS MyCEB Membership Number: _____

SECTION 2 :: PAYMENT METHOD

Please tick (✓) where applicable:

1. **CREDIT CARD** ()

I hereby authorize "AOS CONVENTIONS & EVENTS SDN BHD" to charge my credit card for the total amount of MYR / € _____

Cardholder Name: _____

Card Number: - - - Secure Code (CVV/CVC):

Expiry Date: ____/____ (MM/YY) Card Type: MasterCard Visa Signature: _____

* Note: Please attach a scanned copy of your credit card upon your submission of this form for verification purpose.

2. **TELEGRAPHIC / BANK TRANSFER** ()

Payment via transfer must be made without charges to beneficiary and payable to:

Account Name : AOS CONVENTIONS & EVENTS SDN BHD
 Account Number : 3121 – 4356 – 5689
 Bank Name : Standard Chartered Bank Malaysia Berhad
 Bank Address : KL Main Branch, Ground Floor, No. 36 Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia
 Swift Code : SCBLM-YK-XXXX

SECTION 3 :: TERMS AND CONDITIONS OF REGISTRATION

I. Registration Entitlement

1. All fees are inclusive of 6% GST.
2. All registered delegates are entitled for opening ceremony, coffee/tea breaks, lunches and other related seminar materials.
3. Fees for accommodation, flights, airport transfers and tours are **NOT included** in the registration fees.
4. Payment for Malaysian Delegate should be made in MYR (Malaysian Ringgit) and International Delegate should be made in € (Euro) only.

II. Registration Process and Payment

1. Delegates may register via online registration at www.iapcoedgekl.org. Alternatively, they may complete the registration form and send it to the IAPCO EDGE Seminar Secretariat via e-mail at iapcoedge2017@aosconventions.com or fax to +603 4257 1133.
2. Online registration is only open until **31st August 2017 (GMT +8hrs)**.
3. In order to enjoy the Early Bird fee, full payment of registration fees must be received by **31st July 2017**.
4. Full payment of registration fee for Late & Onsite category must be received by **31st August 2017**.
5. Confirmation letter of registration will be sent via email upon full payment of the registration fee received. Please bring along the confirmation letter and present it at the registration counter during the seminar.
6. Payment of registration fees can be made via:
 - a. Credit Card (Visa & MasterCard only)
 - b. Telegraphic Transfer
 - c. Bank Cheque (Applicable to Malaysia's Local Bank Cheque only)
7. For payments made by Credit Card, the amount reflected in the Credit Card statement will be in the currency of the cardholder's country of origin. If an invoice is requested, the amount paid will be reflected in MYR and € terms.
8. The Organiser reserves the right, and will inform delegates on any alteration to any of the arrangements for the IAPCO EDGE Seminar 2017 including the cancellation of the event should unforeseen circumstances require such action. In the special circumstances that the entire event has to be cancelled, the Organiser will refund the registration fee to the delegates. However, the Organiser will not be liable for other associated costs, e.g. accommodation and travelling expenses, and any inconveniences incurred to the delegates due to the cancellation. Therefore, delegates are advised to arrange for their own travel insurance.

III. Registration Transfer

All registrations are transferrable to another delegate on or before **31st August 2017 (GMT +8hrs)**. Transfer requests must be made by e-mail to the IAPCO EDGE Seminar 2017 Secretariat at iapcoedge2017@aosconventions.com or fax to +603 4257 1133. The new delegate should complete the registration form and revert to us by **31st August 2017**. Transfer of registration will not be allowed on or after **1st September 2017**.

IV. Cancellation and Refund Policies

1. All cancellation of registration must be done in writing and submitted to the IAPCO EDGE Seminar 2017 Secretariat via e-mail at iapcoedge2017@aosconventions.com or fax to +603 4257 1133.
2. Any cancellation on or before **31st July 2017 (GMT +8hrs)** will be entitled for 50% refund from the total Paid Registration Fee, **excluding** an administration fee of MYR 450.00. Refund will be made after deducting other related fees and charges incurred in connection with such refunds, including costs of foreign exchange conversion, credit card cancellation and/or banking transaction.
3. Any cancellations on or after **1st August 2017** will not be refunded.
4. All refunds will be made in MYR / € at the prevailing foreign exchange rate.
5. Refund for cancellations will be made within three months after the seminar. Any charges imposed by banks and credit card issuers will be borne by the delegates.

V. Liability

The Organiser reserves the right to make changes where deemed necessary, with or without prior notice to parties concerned. All disputes are subjected to the Malaysian Law. We kindly ask you to authorise us by your signature to use all registration data given in this form for computerised handling of the seminar.

SECTION 4 :: LETTER OF INVITATION (FOR VISA APPLICATION)

Delegates must possess valid passport or other intentionally recognized travel documents endorsed for travelling to Malaysia, with a validity period of at least six (6) months beyond the time of stay allowed in Malaysia.

Delegate may request the Invitation Letter for Visa Application via email at iapcoedge2017@aosconventions.com. Please note that, it is the sole responsibility of the delegate to obtain the necessary paperwork for entry into Malaysia. This letter will facilitate but does not guarantee that you will be granted a visa. The invitation letter will only be provided to delegate whom has registered and paid for the seminar.

Visa requirements are dependent on the country of origin and last port of disembarkation before entering Malaysia. For detailed information on visa application, please visit <http://www.imi.gov.my/index.php/en/visa/types-of-visa.html>. Delegate can also contact the nearest Malaysian consulate to confirm visa requirements.

I hereby accept all terms of participation without reservation or restriction and we relinquish any claims against the Organiser. The Organiser reserves the right to cancel or postpone the Seminar due to unforeseen circumstances.

Signature:

Date:

(By signing and returning this form, you are accepting all the terms and conditions)

ENQUIRIES

For enquiries, please contact us at:

iapcoedge2017@aosconventions.com

Please return this form to:

IAPCO EDGE Seminar 2017 Secretariat

c/o AOS Conventions & Events Sdn. Bhd.

(Member of AOS Tourism & Hospitality Group)

Address: 2nd Floor No. 39 & 40, Jalan Mamanda 9,
Ampang Point, 68000 Selangor, Malaysia.

Office Number: +603 4252 9100 **Fax Number:** +603 4257 1133

Email: iapcoedge2017@aosconventions.com

Website: www.iapcoedgekl.org

Co-organisers:



Supported by:

Technology Partners:

