

FULL NAME \_\_\_\_\_ JOB POSITION \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

PHONE NO. \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

## Conference Registration Fees ( PLEASE TICK YOUR CHOICE INSIDE THE BOX )

	BEFORE 4 MAY	AFTER 4 MAY
DELEGATE	<input type="checkbox"/> 300 USD	<input type="checkbox"/> 400 USD

**The fee includes: Entrance Fee, Certificate, Congress Kit-Opening Ceremony, Lunches & Coffee Breaks**

**Hotel Booking**     Yes     No

HOTEL	SINGLE ROOM	DOUBLE ROOM
METROPOLITAN PALACE HOTEL (5 *)	200 USD	220 USD

- The payment of accommodation should be done directly to the hotel.
- The prices are on bed & Breakfast Basis.
- A 10% VAT will be added to the hotel invoice.
- Check in time 15:00 hrs.
- Check Out is 12 Noon. Late check out is subject to availability & prior approval, please refer to the organizer desk.
- Please note that Reservation should be received latest by 4 May 2012, after which rooms will be subject to availability.
- In order to avoid no show charges, please cancel your reservation 72 hours prior to arrival date, If cancelled within 72 hours a charge of one night will be applicable.

## Method Of Payment To The Congress

CASH     CHEQUE\*     BANK TRANSFER\*     VISA     MASTER CARD

\* FOR CHEQUE: WE ACCEPT IT ONLY FROM LOCAL ATTENDEES, PLEASE MAKE CHEQUE PAYABLE TO: **MCE Group SARL**

\* FOR BANK TRANSFER, AN EXTRA AMOUNT of **\$20.00 USD** HAS TO BE ADDED

THE PAYMENT BY BANK TRANSFER SHOULD BE MADE TO: ACCOUNT NO. **024-011-401-305681-02-0**

BENEFICIARY: MCE GROUP SARL- BANK OF BEIRUT- BRANCH 24-LEBANON-IBAN: **LB38 0075 0000 0001 1401 3056 8102**

- COPY OF THE TRANSFER SLIP MUST BE FAXED OR EMAILED TO MCE GROUP, ALL BANK TRANSFERS MUST BE MARKED CLEARLY WITH THE DELEGATE NAME & EVENT TITLE.
- FULL PAYMENT MUST BE RECEIVED PRIOR TO THE EVENT ENTRANCE TO BE GUARANTEED. IF PAYMENT IS NOT RECEIVED A PERSONAL CREDIT CARD WILL BE REQUIRED TO ALLOW ENTRY. ALL REGISTRATION FORMS MUST BE ACCOMPANIED BY THE APPROPRIATE PAYMENT.

## Cancellation Policy

- REPLACEMENTS FROM THE SAME INSTITUTION MAY BE PROPOSED TO THE EVENT AT ANY TIME. FOR CANCELLATION NOTIFIED IN WRITTEN BEFORE **4 MAY 2012**, THE FEE WILL BE REIMBURSED. NO REFUNDS ARE POSSIBLE AFTER **4 MAY 2012**. DUE TO UNEXPECTED SITUATIONS, THE PROGRAM, DATE, VENUE, SPEAKERS MAY CHANGE AND AHF RESERVES THE RIGHT TO MAKE THIS.

**STAMP & SIGNATURE**