

### REGISTRATION FORM

Please complete the registration form and Email to [asqmeaconference@mci-group.com](mailto:asqmeaconference@mci-group.com)

#### 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)

- Email    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 260	USD 285	USD 310	
<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 14<sup>th</sup> 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"> <li>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.</li> <li>For your convenience all hotel rates include Buffet Breakfast, WIFI internet, 10% municipality fee and 10% service charge, tourism dirham of AED 20.</li> <li>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.</li> <li>Accommodation allocations are subject to availability at the time of reservations.</li> </ul>							
Total Hotel Accommodation							_____USD

## Subtotals

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

## 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 15<sup>th</sup> 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 (15<sup>th</sup> 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	MCI Middle East LLC
Account	AED - 1011233252601 / IBAN - AE200260001011233252601
	USD - 1021233252602 / IBAN - AE280260001021233252602
Bank	Emirates NBD
Address	P.O. Box 11954, Al Souk Branch, Dubai, U.A.E.
Swift Code	EBILAEAD

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



**Payment Mode 2**

**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:

MCI Middle East LLC

P.O. Box 124752, Dubai

Fax: +971 4 311 63 01

Email: [asqmeaconference@mci-group.com](mailto:asqmeaconference@mci-group.com)

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

