

## Registration & Accommodation Form

Please complete the Registration Form and fax/email to MCI Middle East LLC  
alternatively you may register online to [www.allt-uae.org/registration.php](http://www.allt-uae.org/registration.php)  
Tel No: +971 (0) 4 311 6300 | Fax No: + 971 (0) 4 311 6301 | Email: [ALLT@mci-group.com](mailto:ALLT@mci-group.com)

### Personal Details

Title:  Prof.  Dr.  Mr.  Ms.  Mrs.  Others

First name(s)\*: \_\_\_\_\_ Last name\*: \_\_\_\_\_

Nationality\*: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department\*: \_\_\_\_\_ Organisation\*: \_\_\_\_\_

Age Group\*:  15-24  25-34  35-44  45-54  55-64  65+

Address\*: \_\_\_\_\_

City\*: \_\_\_\_\_ State\*: \_\_\_\_\_ Country\*: \_\_\_\_\_ P.O. Box: \_\_\_\_\_

Phone : \_\_\_\_\_ Mobile\*: \_\_\_\_\_ Email\*: \_\_\_\_\_

### Registration Fee

Registration Category	Early Bird Registration 14 Jan - 15 Feb 2018	Regular Registration 16 Feb - 7 Mar 2018	Onsite Registration
<input type="checkbox"/> Delegate	AED 650	AED 750	AED 850

- Full access to the conference sessions and exhibition
- Conference packs
- Access to conference APP
- Morning tea, lunch and afternoon tea for three days
- Exclusive of 5% VAT Charges

Are you planning to attend the cocktail reception on 8 March 2018 at 17:50 hrs  Yes  No

### Professional Development Courses (Optional)

For more details [www.allt-uae.org](http://www.allt-uae.org)

PD Course No.	PD Course Title	Date	Time	Cost
<input type="checkbox"/> PDC 1	Creativity and Innovations in ESL	9th March, 2018	10:30 - 16:30	AED 285
<input type="checkbox"/> PDC 2	Research Skills for Classroom-Based Research	9th March, 2018	10:30 - 16:30	AED 285
<input type="checkbox"/> PDC 3	Teaching and Learning in the K-12 Classroom	9th March, 2018	10:30 - 16:30	AED 285
<input type="checkbox"/> PDC 4	English Language Teacher Efficiency & Effectiveness	10th March, 2018	10:30 - 16:30	AED 285
<input type="checkbox"/> PDC 5	Psychology in the Language Classroom	10th March, 2018	10:30 - 16:30	AED 285
<input type="checkbox"/> PDC 6	Teaching with Web 2.0 Technologies	10th March, 2018	10:30 - 16:30	AED 285

Total Registration Fee \_\_\_\_\_ AED

- Exclusive of 5% VAT Charges
- Above courses are simultaneous sessions, select only 1 per day

## Job Fair (Optional)

	Registration Category	Registration Fee
<input type="checkbox"/>	Candidate / Applicant	AED 150

Total Registration Fee	_____AED
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## Visa Service (Optional)

Service	Arrival Date	Departure Date	Price per person	Subtotal
Visa Service*			AED 550	

\*After submitting the complete registration form and paying the fee, 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 before 8<sup>th</sup> February 2018.

Total Visa Services	_____AED
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## Hotel Accommodation (Optional)

Category	Hotel	Room Type	Single Room per Night	Double Room per Night	Check in Date (dd/mm)	Check out Date (dd/mm)	No. of Nights	Subtotal (AED)
4 Star	Premier Inn Silicon Oasis	Standard Room	AED 385	AED 440				
4 Star	Radisson Blu Silicon Oasis	Studio Room	AED 485	AED 535				
5 Star	Roda Al Bustan	Classic Room	AED 645	AED 695				

- Hotel rooms are booked on a first come first serve basis. To guarantee a hotel reservation, a compulsory deposit covering your entire stay must be paid by bank transfer or will be charged to your credit card. Bookings will be subject to availability only at the time of reservation.
- For your convenience all hotel rates include Buffet Breakfast, 10% municipality fee, 10% service charge and Tourism Fee.
- Hotel Check in: 15.00 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.
- Please note that the deadline for guaranteed room reservations is 8<sup>th</sup> February 2018. Requests for room reservations after this deadline can only be handled upon availability and with credit card guarantee.
- Complimentary shuttle service will be provided from the hotels to conference venue and return.
- The above room rates are exclusive of 5% VAT.

Total Hotel Accommodation	_____AED
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## 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 8<sup>th</sup> February 2018. After this date, name changes can only be coordinated onsite with a fee of AED 75.00 per name changed.

## Cancellation & Refunds

- 100% refund - cancellation 30 days before the event date with a deduction of administrative fee of AED 365.00
- No refund - 100% cancellation fee will be charged for any cancellations within 30 days prior to the event date.

## Subtotals

Subtotal Registrations	AED
Subtotal Visa Service	AED
Subtotal Hotel Accommodation	AED
Total	AED
(+ ) 5% VAT Charge	AED
Grand Total	AED

**Payment Mode 1****Bank Transfer**

Beneficiary	MCI Middle East LLC
Account	Bank Account (AED): 1011 233252 601 / IBAN: AE200260001011233252601
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 ALLT 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

AMEX  Visa  MasterCard  Credit card number:                 Expiry Date:  /

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

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