

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
Tel No: +971 (0) 4 311 6300 | Fax No: + 971 (0) 4 311 6301 | Email: 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

Job Fair (Optional)

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

Total Registration Fee _____ AED

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 8th February 2018.

Total Visa Services _____ AED

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 8th 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 8th 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