

**International Convention & Expo Summit 2010**  
**4 & 5 March 2010, Singapore**

"Today's & Tomorrow's Sustainability in MICE"



**REGISTRATION FORM** Please email completed form to [ICES@unlv.edu.sg](mailto:ICES@unlv.edu.sg) or fax to (65) 6332 9531

**I. PERSONAL PARTICULARS OF DELEGATE** *(Please use a separate form for each delegate)*

Salutation:  Prof.  Dr.  Mr.  Mrs.  Ms  Miss *(Please tick one)*

First Name \_\_\_\_\_ / Last Name \_\_\_\_\_

Job Title \_\_\_\_\_ Department \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Country / Area Code \_\_\_\_\_ / \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address \_\_\_\_\_

Dietary Preferences  No  Yes, please specify \_\_\_\_\_

**II. REGISTRATION**

Registration fee includes participation in all sessions, all scheduled meal functions and refreshment breaks, opening ceremony, welcome reception, summit dinner and a copy of the proceeding (available at the Summit).

<i>Please tick the applicable</i>	Early Registration (By 31 Dec 09)	Standard Registration (After 31 Dec 09)	Total Amount (US Dollars)
<b>MAIN PROGRAM</b>			
[ ] Full Delegate	US\$250	US\$350	
[ ] Student Delegate*	US\$150	US\$250	
<b>SOCIAL PROGRAM</b>			
[ ] Optional Seafood Dinner	US\$50		
Total Registration Fee in US Dollars			<b>[A]</b>

\* Full-time student is required to produce a letter/ certification/ copy of student ID card at the time of registration

**III. ACCOMPANYING PERSON** (if any)

Accompanying Person:  Mr.  Mrs.  Miss \_\_\_\_\_ / \_\_\_\_\_

First Name Last Name

<i>Please tick the applicable</i>	Additional Cost for Accompanying Persons	Total Amount (US Dollars)
[ ] Welcome Reception	US\$50	
[ ] Summit Dinner	US\$85	
[ ] Optional Seafood Dinner	US\$50	
Total Accompanying Person Program Fee in US Dollars (if any)		<b>[B]</b>

**IV. PAYMENT MODE**

\_\_\_\_\_ + \_\_\_\_\_ = US Dollars \_\_\_\_\_

Registration Fee **[A]** Accompanying Person Fee **[B]** Total Fees Payable

Credit Card Type \_\_\_\_\_ Expiry Date \_\_\_\_\_ / \_\_\_\_\_

*(Please select one)* Card Holder's Name (As in Credit Card) MM YY

MASTERCARDS \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ CVV Number \_\_\_\_\_

VISA \_\_\_\_\_ Credit Card Number (16 digits for VISA / MASTER) (3 digits for VISA / MASTER)

Signature of Cardholder \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Co-Hosted By



Official ICES Website: <http://www.unlv.edu.sg/ices2010/>

Email: [ICES@unlv.edu.sg](mailto:ICES@unlv.edu.sg)

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The personal data provided by you in this response form is required for logistics, registration and record keeping purposes relating to the International Convention & Expo Summit 2010 only. By completing and returning this form, you agree that this data may be used, disclosed to relevant third parties and held on a "need to know" basis for these purposes by the summit secretariat.

### Conditions for Payment by Local Cheque:

1. All cheques should be made payable to "UNLV SINGAPORE LIMITED" in US Dollars (USD) in the amount shown on the reverse page.
2. Please indicate the registrant's name on the back of a local cheque and send it to the Summit Secretariat.
3. Payment made via cheque must reach the Summit Secretariat no later than **Friday, February 19, 2010**.

## V. TERMS & CONDITIONS

### • How to Register

- **Email / Fax / Mail Registration:** Please complete and sign the PDF Registration Form and send it back with the appropriate payment details and all related correspondence properly enclosed, to the Summit Secretariat:

#### ICES 2010 Summit Secretariat

C/O University of Nevada Las Vegas Singapore  
100 Victoria Street, National Library Building, #11-02, Singapore 188064  
Email: [ICES@unlv.edu.sg](mailto:ICES@unlv.edu.sg)

- Kindly note that registration forms received without payment or credit card authorization will not be processed.
- Only individual registrations will be accepted (that is, one registration form per participant).
- Should there be an error in the total amount made by the registrant, the Summit Secretariat reserves the right to charge the correct amount.

### • Registration Fees

All participants are required to pay the Basic Registration Fee (in US Dollars) stated in the registration form, which includes the following:

- **Full / Student Delegate**
  - Name badge, conference bag, program and summit proceedings
  - Admission to all sessions, all scheduled meal functions and refreshment breaks
  - Invitation to Opening Ceremony, Welcome Reception and Summit Dinner
  - Certificate of Attendance
- **Accompanying Person**
  - Name badge
  - Admission to Welcome Reception and Summit Dinner will be charged separately

### • Registration and Payment Deadlines

- Deadline for Early Bird Registration: Thursday, December 31, 2009
- Deadline for Standard Registration: Friday, February 19, 2010

### • Confirmation of Registration

Once payment has been cleared, you will receive the confirmation via email or fax. Please include your email address and fax number clearly in the registration form. To expedite the collection process, please bring your registration confirmation letter to the Registration Counters as proof of payment and registration.

### • Cancellations and Refunds

Any cancellation made must be submitted in writing to the **ICES 2010 Summit Secretariat**. Any refund (if applicable) will be made as follows within two months after the summit.

- Before January 1 – Full refund less US\$50 admin fee
- Between January 1 and January 31 – 50% refund
- After February 1 – No refund

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