



3rd UITP MENA Bus Seminar & MENA CTE Workshop

2nd -3rd November ,2015 Cairo - Egypt

REGISTRATION FORM

INSTRUCTIONS TO REGISTER

<p>▪ To register for study tour, please send your participation mail to dure.shewar@uitp.org</p>	<p>Contact person: Dure Shewar +971 4 290 5578</p>
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DELEGATE INFORMATION

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/>		UITP membership number: _ _ _ _ _	
Family name:		Language: <input type="checkbox"/> English <input type="checkbox"/> Arabic	
Job title:		First name:	
Company address:		Company:	
Postcode:	City:	Country:	
Tel:		Mobile:	
E-mail:		Fax:	

REGISTRATION FEES

<input type="checkbox"/> UITP Member	€ 250.00
<input type="checkbox"/> Non Member	€500.00

UITP applies a **30% discount for Developing Countries & Special rate for Egypt government, Universities and NGOs'**, please contact dure.shewar@uitp.org for details

FULL PROGRAMME AND ON-LINE REGISTRATION* AT [HTTP://WWW.UITP.ORG/EVENTS](http://www.uitp.org/events)

PAYMENT

<input type="checkbox"/> Bank Transfer I have arranged on __/__/__ for a money transfer of the above amount to be paid to Beneficiary: UITP account: Account No. : 06685 062018 053 89 AED Bank Name : BNP PARIBAS Branch : Dubai Branch SWIFT: BNP AA EAD, Dubai United Arab Emirates, Please make sure that you instruct your bank to guarantee payment for the full registration and to indicate the delegate's company and name, followed by "Bus Seminar 2015"	<input type="checkbox"/> Credit Card <input type="checkbox"/> Visa <input type="checkbox"/> Eurocard/ MasterCard <input type="checkbox"/> American Express Credit Card No. _____ Expiry date(MM/YY) _____ CVV/CVC Security Code _____ Cardholder's name (as it appears on the credit card) _____
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By registering for this seminar I accept the terms & conditions and to charge to my credit card (if provided above) the appropriate amount.

Date: _____ Signature _____

TERMS & CONDITIONS / CANCELLATION:

Registration to be sent by email or online only. The registration form serves as contract between the participant and UITP. Thus only fully completed registration forms will be accepted. Registration fees do not include flights or accommodation. As soon as your registration form is received, you will receive a confirmation email and an pro forma invoice will be issued on your behalf.

Please note that the bank transfer is to be done at least two weeks prior to the event and that entrance to the event is assured only upon receipt of registration fees. Registered participants whose payment is not settled will not be allowed to attend the workshop. If the payment is made just before the event, a proof of payment will be required on site. If payment is to be effected by bank transfer, please ensure that all costs for the transfer are borne by the payee and payment is effected NET. Bank charges have to be supported by the participant.

If a delegate cannot attend the event, we are happy to accept a substitute colleague at any time. Requests for substitutions will only be accepted by e-mail addressed to Dure Shewar (dure.shewar@uitp.org) indicating the name of the cancelled delegate and the substitute. The substitute must be from the same organisation. Please note that no reimbursement can be made after the confirmation. No-shows will not qualify for a refund of fees. Reimbursement will not be given for early departure from the conference. These rules are also applicable for group delegates .

UITP reserves the right to make amendments to the programme or any related activities at its discretion.

Non-member participation fees and rules will be applied automatically to companies or organisations if, for any reason, the payment of their UITP membership subscription has not yet been settled at the time of invoicing the participation to the event. The event is open to UITP members and non-members. For further details about membership, please contact Marie-Béatrice Fabbri, Membership Manager - marie-beatrice.fabbri@uitp.org.

Visas

It is the sole responsibility of the participant to take care of visa requirements. Invitation letter for the visa if required will be issued by UITP MENA Office. Visa assistance will be provided only for the delegates who have registered and paid in full to UITP. Visas are at the discretion of immigration.