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Regional co-ordinator name:

Address: Telephone: Mobile: Fax: Email: Skype:

Other contact details:

ICMA _____ REGIONAL CONFERENCE DATE

REGISTRATION FORM

PLEASE REPLY BEFORE DATE

TOUR REGISTRATION MUST BE ACCOMPANIED BY PROOF OF PAYMENT TO ENSURE BOOKING
1. Your details
Full Name & Surname
Identity- or Passport Number
Organisation
Position (e.g. chaplain / manager / service provider)
Port
Contact telephone number:
E-mail address
Other preferred contact details (e.g. Skype, fax, postal address)
2. Arrival and departure
Date and time of arrival
First meal / refreshments on day of arrival, please specify
breakfast / morning refreshments / lunch / afternoon refreshments / evening meal
Date and time of departure
Final meal / refreshments on day of departure, please specify
breakfast / morning refreshments / lunch / afternoon refreshments / evening meal
Total nights at conference venue:

3. Payment details

A deposit of *amount and currency* must be paid by *date of deadline*. The balance of the conference fee is payable on arrival at the conference.

Conference fees	ICMA member organisations	Non-ICMA members
Full conference fee (including accommodation) per person		
Day attendance only per person per day		

The deposit should be paid into the conference bank account.

Bank name:
Bank address:
IBAN:
SWIFT / BIC:
Account name:
Account number:

Payment reference: e.g. ICMA regional conference

[Give any further instructions for payment. Check first with your bank if necessary]

3. Subsidies

Employees of ICMA member organisations may apply for subsidies. See the attached subsidy form for further information. Subsidies must be approved by the ICMA Secretariat Office in London. Please wait for confirmation before making travel arrangements.

4. Permission to attend the conference

Some ICMA member organisations require staff to apply for permission to leave their ports to attend conferences. Please note that it is your responsibility to communicate with your employer and obtain appropriate permission as required. A 'Conference Release Form' is attached.

5. Documents to supply

Please return the following documents to the conference organiser at the address above

- · this completed registration form
- travel form
- subsidy application form if relevant
- conference release form if required by your organisation
- proof of payment (copy of bank deposit form / bank transfer reference no. etc.)

DECLARATION OF AGREEMENT	
I (full names)	
of (Organisation)	
confirm that I have read, understood and accepted the terms and conditions stated above.	
confirm that I have read, understood and accepted the terms and conditions stated above. Signature	