

The 13th National Convention of the Indian Association of Secretaries & Administrative Professionals, from 29th September to 2nd October, 2013 at Sheraton Brigade Gateway, Bangalore.

REGISTRATION FORM

Please print in block letters and use a separate registration form for each delegate. Please check [X] appropriate box.

Name of Delegate (in BLOCK letters):		
Name of Company:		
Official Designation:		
Address:		
Tel. Off:	Tel. Res:	Mobile:
Email:		Your Blood Group:
Name of Representing Chapter:	IASAP designation, if any:	
Membership status:	[] Member (Please circle type: Life / Associate / Ordinary) [] Non-Member	
Sharing Room with:	Name:	Chapter:
	Name:	Chapter:
Previous conventions attended: (for IASAP members only)		
[] 2001 - Mumbai	[] 2003 - Hyderabad	[] 2005 - Pune
[] 2007 - Chennai	[] 2009 - Kolkata	[] 2011 - New Delhi
MANDATORY: Address proof & Credit/Debit card details for Express Check-in (Check-in: 12-4pm 29-Sep/ Check-out: 12-2pm 2-Oct)		
Address proof, copy to be attached: [] Passport [] Voter ID [] Driving License		
[] Credit / [] Debit card #	Validity:	[] Master [] VISA [] AMEX
REGULAR RATE: Valid for registrations received by Chapter Chairpersons between 1-Apr to 15-Aug, 2013.		
PRE-CLOSURE RATE: For registrations between 16-Aug & 31-Aug 2013, additional fee of Rs.2000/- to be added.		
IASAP Member Rates:	[] Twin: Rs.15,500/-	[] Triple: Rs.13,500/- (Limited number)
	[] Single: Rs.28,000/-	[] Bangalore: Rs.7,500/-*
Non-Member Rates:	[] Twin: Rs.18,500/-	[] Bangalore: Rs.8,500/-*
	[] Single: Rs.30,000/-	* Non-residential fee for Bangalore Chapter only
Airport/Station Transfer :	[] Yes (29-Sep / 2-Oct only) [] No - If yes, Additional Rs.500/- to be added	
Inclusions for Residential delegate Fee:	Excluded from Convention package fee:	
- Accommodation for 4 days & 3 nights as stated above	- Breakfast for Non-resident participants	
- All meals as per program, for residential delegates	- Local transportation	
- All business sessions with material	- Transfers on dates other than printed below	
Mode of payment: Cheques "payable at par" or Demand Drafts payable at Bangalore, favouring "Indian Association of Secretaries & Administrative Professionals". Please print your Name & Chapter on reverse of cheque/DD. (Registration of delegates is subject to realization of funds). Co-Operative Bank cheques will NOT be accepted.		
Cheque/DD no.:	Drawn on:	Dated:
Amount (in figures):	Amount (in words):	
Travel Details: (Train/flight details only if transfers requested; else please state your check-in/out TIME)		
Arrival: 29-Sep-13 Time:	Flight No/Train Name:	Rly Stn: Bangalore City or Yeshwantpur
Departure: 2-Oct-13 Time:	Flight No/Train Name:	Rly Stn: Bangalore City or Yeshwantpur
NB: Airport/Railway Station transfers, if requested, will be arranged in batches for Arrivals / Departures upto 4pm on 29th Sept. & 2nd Oct.		
Meal preference :	[] Vegetarian [] Non-vegetarian [] Other (specify)	
Emergency Contact (EC) details :	EC Name:	EC Relationship:
	EC Mobile:	EC Landline No.:
Signature of Delegate I have read & accept the Terms/Conditions	Signature of Chapter Chairperson (Mandatory for ALL delegates)	Date:

TERMS & CONDITIONS:

- Registration Forms, with address proof & DDs/cheques 'at par' to be routed through Chapter Chairperson, who will mail them to:
Beverly Albuquerque, Hon. Secretary, 9, Venkataramanappa Road, Jai Bharath Nagar, Bangalore 560033. Mobile # +91 9845004051
- Registration fee rates are applicable, as on the date of receipt of the same, by Chapter Chairpersons, who will forward them to Bangalore immediately thereafter.
- Acceptance of registration is subject to forms being complete in all respects with the correct payment.
- Bounced cheques: Bank charges plus Rs.500/- to be paid via DD immediately to validate registration. Co-operative Bank cheques not accepted.
- Room sharing details mandatory for twin/triple occupancy. Address proof & Credit/Debit card details required for the explicit use of Express Check-in only.
- No cancellations. However, in case of hospitalization of member or immediate family - 50% refund will be made within 30 days after the Convention.
- Substitution permitted - Member for Member & Non-member for Non-member/Member. No refunds of difference. Last Date for Substitution 10th September 2013
- Dress code: Sessions - Business Attire, All other events/meals - Smart Casuals. Rights of Admission reserved by Bangalore Chapter Convention Committee.
- All queries to be routed only through Chapter Chairpersons. Chairpersons & Bangalore Chapter members to send queries to iasapblr2013@yahoo.co.in
- All decisions made by Convention Committee are Final & Binding. Acceptance to change submitted Registration forms is at the discretion of Convention Committee.
- Disclaimer: IASAP or any of their affiliates accept NO liability for any direct or consequential damages around this Convention.
- The Managing Committee of IASAP Bangalore Chapter reserves the right to make amendments in the interest of the Convention, without prior notice.