



Sri Lanka Association of Administrative and Professional Secretaries



26th
ASA
CONGRESS

2025 25th - 29th April
SRI LANKA

HOSTED BY:
SRI LANKA ASSOCIATION OF
ADMINISTRATIVE AND
PROFESSIONAL SECRETARIES



Association of Secretaries and
Administrative Professionals in Asia Pacific

“EMPOWERING DIVERSITY BEYOND BORDERS”

25TH - 29TH APRIL 2025
CINNAMON GRAND, COLOMBO, SRI LANKA

REGISTRATION FORM

Please use **BLOCK** letters to complete the form.

Name: Mr./Ms./Others (As in Passport - underline family name)	Nationality	Passport No.

Preferred Name to be printed on the badge (max. 20 characters)															

Full Name of Association: (for ASA members)

Name of Employer:	Designation:
Mailing Address:	Country:

Email:	Land Line:	Fax:
	Mobile:	

Emergency contact (please provide contact details of a family member to be contacted in the event of an emergency):		
Name :		Mobile :
Relationship :		

Congress T-Shirt

T-Shirt Size: S M L XL 2XL 3XL 4XL

NO	DESCRIPTION	SIZE SPEC						
		S	M	L	XL	2XL	3XL	4XL
A	Chest	38	40	42	44	46	48	50
B	Body Length	27	28	29	30	31	32	33
C	Shoulder Width	17	17.75	18.50	19.25	20	20.75	21.50
D	Sleeve Length	8.50	9	9.50	10	11	11	11.50

This is the first ASA Congress I am attending

I have attended ASA Congresses in the past. The 26th ASA Congress will be my Congress.

		ASA Member	Non-ASA Member
<input type="checkbox"/>	Single Room	US\$ 850/-	US\$ 1,000/-
<input type="checkbox"/>	Twin Sharing - I will be sharing my room with:	US\$ 650/-	US\$ 800/-
First Name: _____ Last Name: _____		Country: _____	
If this information is not provided, the organizers reserve the full right to assign a roommate for you.			

Congress package with hotel accommodation includes:

Four nights' accommodation at Cinnamon Grand, Colombo with meals, city tour and airport group transfers.

The package commences on the 25th April with the opening night gala dinner and concludes with breakfast on 29th April 2025.

Congress package Fee **DOES NOT** include the participant's travel/ visa expenses.

Dietary Requirements:

Vegetarian

Non Vegetarian

Flight Details:

Arr. Flight #:	Arr. Date:	Arr. Time:
Dep. Flight #:	Dep. Date:	Dep. Time:
I will be travelling with a group	<input type="checkbox"/> Yes	<input type="checkbox"/> No

NOTE: The Organizers will arrange airport transfers for group arrivals/departures **ONLY**.

Hotel settlement upon check-out:

Please note that the congress package covers hotel accommodation for check-in on 25th April 2025 at 2.00pm and check-out at 12.00 noon on 29th April 2025. Hotel mini bar, laundry, incidental expenses to be borne by the delegate and should be settled directly with the hotel prior to departure/check-out. Any medical expenses incurred during this period to be borne by the delegate.

Credit cards accepted in Sri Lanka are Visa and Master. Please provide credit card details for hotel registration upon check-in.

Payment Information for the Congress Package Fee.

FULL PAYMENT OF US \$ 650.00 + US \$ 3.00 (Bank charges) = Total of US\$ 653/- should be made by bank transfer remittance.

The bank details are as follows:

Account Title : SRI LANKA ASSOCIATION OF ADMINISTRATIVE & PROFESSIONAL SECRETARIES (SLAAPS)

Current Account Number : 003011254312

Bank Name & Branch : HATTON NATIONAL BANK, HEAD OFFICE BRANCH

Bank Address : 479 T B JAYAH MAWATHA, COLOMBO 10, SRI LANKA

Swift Code : HBLILKLX

Please email scanned copy of the bank transfer remittance slip to:
asacongress2025@gmail.com

- Payment by bank transfer must be received on or before 06th January 2025
- Please note that any corresponding incoming bank charges in this case, US \$3.00 must be borne by the delegates and should not be deducted from the Congress Registration Fee being remitted.
- No refund will be made for cancellations. However, a substitute delegate will be accepted in the same category.
- Please provide relevant particulars of the substitute delegate if any, ASAP.
- No refund will be made for non-attendance.

Name of Delegate	Signature	Date

The organizers accept no liability for death, injury, loss, cost of expenses suffered or incurred by any person travelling to or participating in the Congress. The organizers reserve the right to make any amendments that they deem necessary to be in the best interest of the congress delegates, without any notice.

Please return the registration form together with a COPY of the remittance slip to the following:

Ms. Azra Reyaldeen	ASA / SLAAPS President	asacongress2025@gmail.com
Ms. Gwendoline Nilaweera	ASA Chairperson	gnilaweera@yahoo.com
Ms. Jennifer Fox	ASA Coordinator	jenniferfox248@gmail.com

Sri Lanka Association of Administrative and Professional Secretaries (SLAAPS)
E-mail: asacongress2025@gmail.com
Web: www.slaapsonline.com

CLOSING DATE: 06TH JANUARY 2025