

# REGISTRATION FORM (FORM TO BE FILLED OUT IN BLOCK LETTERS)

## COMPANY INFORMATION

Organisation: .....

Address: .....

Billing Contact Name: .....

Billing Contact Job Title: .....

Email: .....

Office Phone: ..... Office Fax: .....

Billing Contact Phone: .....

## REGISTRANTS

Title.....	Name.....	Job Title.....	Mobile.....	Email.....
Title.....	Name.....	Job Title.....	Mobile.....	Email.....
Title.....	Name.....	Job Title.....	Mobile.....	Email.....
Title.....	Name.....	Job Title.....	Mobile.....	Email.....
Title.....	Name.....	Job Title.....	Mobile.....	Email.....
Title.....	Name.....	Job Title.....	Mobile.....	Email.....
Title.....	Name.....	Job Title.....	Mobile.....	Email.....

Number of Attendees: ..... x  =  Total.....

Date registered .....	<b>RATES</b> US\$1=TT\$6.7 <span style="float: right;"><i>Valid until March 29th 2018</i></span>
	<span style="font-size: 1.2em;">Early Bird Rate</span> <input type="radio"/> <span style="font-size: 1.2em;">US \$800</span>

## TERMS & CONDITIONS:

Upon registration, a notification together with an invoice will be issued within (24) Hours. (Please note: This is a binding agreement. By submitting this registration form participants and/or organisations agree to abide by the terms and conditions laid out herein. Participants are considered registered upon receipt of a completed, signed and/or stamped registration form). Please make all cheques payable to the **Arthur Lok Jack Global School of Business**.

**CANCELLATIONS:**

Due to conference demand and volume of preconference preparation, cancellations received on or before **Friday 11th May 2018** will be subject to a processing fee of US\$250.00 for each registered participant cancelling. Cancellation received after **Friday 11th May 2018** will not be refunded and are subject to full payment of the conference fee.

**SUBSTITUTIONS:**

If you are unable to attend, participant substitutions are permitted at any time up until **Friday 11th May 2018, by 2:00pm**. All other substitutions after this time would have to be done on conference day with a written letter authorizing the substitution.

**PAYMENT TERMS:**

A 50% down payment will be required within five (5) days of registration. The balance must be received no later than **March 29th, 2018**. This registration rate is applicable only to registrations received by **March 29th 2018**, any Registration balances beyond March 29th, 2018 will be calculated at the Regular rate of US \$1000.

**PAYMENT OPTIONS:**

- Cash
- Cheque - payable to ALJGSB
- Credit Card
- Linx/Debit
- Bank transfer to ALJSB account

Invoices will be in USD\$ unless otherwise requested. Please note that due to foreign exchange rate fluctuations, the equivalent value of TT\$ to US\$ may be subject to change. Payment plan options available upon request.

COMPANY STAMP HERE

To register please fax completed registration forms to 662-1411, or email to: [conferencing@lokjackgsb.edu.tt](mailto:conferencing@lokjackgsb.edu.tt)